

**Department of Human Resources**  
Carroll County Government  
225 North Center Street, Room 100  
Westminster, Maryland 21157  
410-386-2129



Currently accepting applications for:  
**Pool Manager/Park Assistant**  
**Department of Recreation and Parks**

An Equal Opportunity Employer

**Pool Manager/Park Assistant – Department of Recreation and Parks, Hashawha Environmental Center**

\$16.25 hourly, 15 – 30 hours per week, contractual position

Hours vary and include weekends and holidays

**Apply by 5:00 pm on April 5, 2023.**

Hashawha Environmental Center is seeking a candidate to lead educational outdoor programming and operate the facility's onsite pool for summer camp groups and weekend user groups.

Staff leads outdoor education and team-building programs for groups of up to 150 people (groups will be split into smaller groups and rotated through the activity), assists in programs and coverage of Bear Branch Nature Center, and will occasionally assist in meal service. Additionally, this individual will be responsible for monitoring, maintaining, and opening the Hashawha's onsite pool. Duties include balancing chemicals, cleaning the pool and pool area, and opening and closing the pool when requested by groups.

The ideal candidate for this position should possess exceptional customer service and public speaking skills and enjoy working in a fast-paced environment.

*See next page for the full job description*

**Qualifications:**

1. Must be 18 years of age or older
2. Experience in leading outdoor programming
3. Valid driver's license
4. CPR, First Aid, Bloodborne Pathogen, and AED certification (or must obtain prior to the opening of the pool)
5. Pool Operator License (or must obtain prior to the opening of the pool)
6. Canoeing Certification (desired)
7. Requires criminal background check as condition of employment

**Benefits of working for Carroll County Government:**

- ✓ 40 hours of paid time off

**How to apply:**

- Apply online: <https://careers.carrollcountymd.gov/openings/>
- Pick up an application in our office: 225 N. Center Street, Room 100, Westminster, MD 21157
- Request an application by calling our office or sending an email to: [careers@carrollcountymd.gov](mailto:careers@carrollcountymd.gov)
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

3/15/2023  
(23-84)



The County Commissioners of Carroll County recognize the rights of all people, including County employees, to equal opportunity. Discrimination against County employees on the basis of age, religion, gender, race, color, national origin, sexual orientation, marital status, physical or mental disability is strictly prohibited. The Americans with Disabilities Act, Titles I and II, applies to County government employment. If you have questions, suggestions, or complaints, please contact Kristy L. Bixler, Director and Carroll County Government Americans with Disabilities Coordinator for employment, at the Department of Human Resources (410-386-2129) or Md. Relay 711/800-735-2258. The mailing address is 225 North Center Street, Westminster, MD 21157.

## **POOL MANAGER/PARK ASSISTANT -- HASHAWHA**

### **GENERAL RESPONSIBILITIES**

Provides recreational programming for groups staying at the Hashawha Environmental Center. Ensures the Hashawha Environmental Center swimming pool is up to current Health Department standards. Assists in maintenance and operation of the swimming pool facilities and adjacent grounds. Position requires weekend and holiday work.

**ESSENTIAL TASKS** include the following. Other duties may be assigned.

1. Lead recreational and educational programs and activities for groups staying at Hashawha Environmental Center, such as guided hikes, canoeing, and nature programs.
2. Ensure the safety of swimming pool users. Maintain certifications and practice required skills.
3. Assist with pool operations and maintenance as required by the State Health Department regulations concerning aspects of proper pool care and cleanliness. Maintain safe and sanitary bathrooms and pool area.
4. Complete daily/weekly safety checks and inspections and record information. Follow written guidelines for general pool operation and pump room procedures, recording activity and information.
5. Assist Bear Branch Nature Center Staff and Hashawha Environmental Center Kitchen, Maintenance, and/or Administrative Staff with other duties as assigned.
6. Perform related duties as to specific assignments.
7. Any employee may be identified as Essential Personnel during emergency situations.
8. Provide service to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.
9. Communicate with managers, supervisors, co-workers, citizens, and others, maintains confidentiality; and represents the County.

### **EDUCATION AND EXPERIENCE**

1. Must be 18 years of age or older
2. Experience in leading outdoor programming

### **CERTIFICATES, LICENSES, REGISTRATIONS**

1. Valid Driver's License
2. CPR, First Aid, Blood Borne Pathogen, and AED certification (or must obtain prior to the opening of the pool)
3. Pool Operator License (or must obtain prior to the opening of the pool)
4. Canoeing Certification (desired)
5. Requires criminal background check as condition of employment