

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



Currently accepting applications for:
Program Associate
Department of Recreation and Parks

An Equal Opportunity Employer

Program Associate – Department of Recreation and Parks/Bureau of Recreation

\$41,413 annually (\$19.91 hourly) (Grade C08), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm, evenings and weekends will be required.

Apply by 5:00 pm on Thursday, September 22, 2022

The Department of Recreation and Parks is seeking a highly motivated, creative and customer driven individual to support the department in providing high quality, diverse, and accessible community-based recreation programs and activities to the citizens of Carroll County. The Program Associate is responsible for contracting with instructors, managing our registration site and program content, responding to customer complaints, reserving facilities, record keeping, processing registrations, evaluating programs, and assisting with the promotion of the activity guide. In addition, the Program Associate provides administrative assistance to the Department of Recreation and Parks.

Reporting to the Bureau Chief of Recreation, the ideal candidate for this position will meet with instructors, initiate instructor payment, reschedule or cancel programs, recruit new instructors, answer phones, take registrations, evaluate programs, handle complaints, request refunds, assist with the marketing of programs, maintain the registration site, and compile data for reports.

Click [here](#) for the full job description

Qualifications:

1. Bachelor's degree with major course work in recreation & parks, business, or related field
2. Two years' experience in recreation program management or program implementation
3. Experience with graphic design and development of promotional materials preferred
4. Valid driver's license
5. Requires criminal background check as condition of employment

**A comparable amount of training and experience may be substituted for the minimum qualifications*

Benefits of working for Carroll County Government:

- ✓ Low-cost, no deductible healthcare plans (including prescription and vision)
- ✓ Low-cost dental insurance
- ✓ Up to \$9,000 in Tuition Assistance per fiscal year
- ✓ 13 paid holidays
- ✓ Receive 1 times your annual salary of Basic Life Insurance at no cost

Click [here](#) for more benefit details

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
- Call the Carroll County Job Hotline to request an application: 410-386-2020
- Applications must be submitted by 5:00 pm on the date the job closes
- Applications are **not** accepted by fax or email

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