### **Department of Human Resources**

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



# Currently accepting applications for: Program Coordinator Department of Recreation & Parks

An Equal Opportunity Employer

## **Program Coordinator – Department of Recreation & Parks**

\$50,919 annually (\$24.48 hourly, Grade C10), 40 hours per week

Hours are typically Monday through Friday from 8:00 am – 5:00 pm; some evenings and weekends required **Apply by 5:00 pm on Monday, October 23, 2023** 

The Department of Recreation & Parks is seeking a highly motivated and energized individual to plan, develop, promote, supervise, and conduct a variety of programs to include adaptive recreation, teens, adults, trips, tournaments, and special events. In addition, they will provide support to our local volunteer recreation councils and assist our administrative office.

The selected candidate for this position will be required to work evening and weekends, as needed, for recreation council meetings, programs, and events, along with providing program, registration, and administrative support to the Department of Recreation & Parks as a whole, to include facility supervision, and supervision of contractual staff. The Program Coordinator will foster and develop partnerships within Carroll County, work with Carroll County Public Schools for priority usage of facilities and seek sponsorships for tournaments and special events.

Click here for the full job description

### **Qualifications:**

- 1. Requires CPR/AED and First Aid Certification within 6 months of employment
- 2. Valid driver's license
- 3. Requires criminal background check as condition of employment; AND
- 4. Bachelor's degree in Recreation & Parks Administration, Business, or related field
- 5. Three years' experience in recreation program management, including two years supervisory experience; **OR**
- 4. Associate of Arts degree in Recreation & Parks Administration, Business, or related field
- 5. Five years' experience in recreation program management, including two years supervisor experience

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
- Request an application by calling our office or sending an email to: <a href="mailto:careers@carrollcountymd.gov">careers@carrollcountymd.gov</a>
- 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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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.