

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: 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

Posted 10/2/2023
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