

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



Currently accepting applications for:  
**Therapeutic Recreation Specialist**  
**Department of Recreation and Parks**

An Equal Opportunity Employer

**Therapeutic Recreation Specialist – Department of Recreation & Parks/Bureau of Recreation**

\$17.48 hourly, 25 hours per week – contractual position

Hours are typically Monday – Friday from 12:00 pm – 5:00 pm, with occasional evening and weekends

**Apply by 5:00 pm on Wednesday, August 4, 2021**

The Department of Recreation and Parks is seeking a resourceful, creative, energetic, poised, and diplomatic individual who demonstrates initiative, good judgment and enjoys working with individual of all ages and abilities, to provide adaptive recreation programs and inclusive services for Carroll County Department of Recreation and Parks.

As the Therapeutic Recreation Specialist, you'll be planning, coordinating, and administering programming and services, including program planning, special events, administrative services, community outreach, presentations, grant seeking, and will work closely with community partners, local recreation councils and the Bureau of Recreation on projects and special events.

See next page for full job description

**Qualifications:**

1. Bachelor's degree in Therapeutic Recreation or closely related field
2. Two years related experience with recreation programs for persons with disabilities; including supervisory experience
3. Valid driver's license
4. First Aid/CPR/AED certification or ability to receive within 1 months of employment
5. Requires flexible work schedule, including weekends and evenings
6. Requires a 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:**

- ✓ 40 hours of Paid Time off (PTO)

**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

Posted 07/13/21  
(22-06)

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 Kimberly L. Frock, 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.

## **THERAPEUTIC RECREATION SPECIALIST**

### **GENERAL RESPONSIBILITIES**

Develops, implements, and oversees Therapeutic Recreation programs and special events for all ages of individuals with disabilities, including defining goals and setting objectives for adaptive recreation programs. Seeks program grants for special populations and interacts on an on-going basis with recreation councils for inclusive programming. Assist the Bureau of Recreation with county-wide special events.

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

1. Develop, implement, and monitor programs for individuals with developmental and/or physical disabilities
2. Hire, train, monitor and evaluate leaders/instructors in Therapeutic Recreation programs
3. Actively recruit and maintain active list of volunteers
4. Organize and lead team trainings for Therapeutic Recreation leaders, instructors, and volunteers
5. Monitor, evaluate and record training activities and program effectiveness
6. Work with all Recreation Councils to provide inclusive services for individuals with special needs
7. Submit annual operating budget, compile monthly/annual reports, track expenses, research and apply for appropriate grants
8. Attend Bureau of Recreation and Recreation Council meetings, department orientation and training sessions and assist with special events
9. Expand outreach and actively build relationships with stakeholders and community partners about recreation opportunities for individuals with disabilities
10. Work closely with Program Associate and Marketing Specialist on instructor contract and marketing program coordination

### **EDUCATION AND EXPERIENCE**

1. Bachelor's Degree in Therapeutic Recreation or closely related field
2. Two years related experience with recreation programs for persons with disabilities; including supervisory experience

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

### **KNOWLEDGE, SKILLS AND ABILITIES**

1. Basic knowledge sports, leisure, and recreation activities for individuals with disabilities
2. Strong written and oral communication and public relations skills
3. Strong interpersonal skills, and ability to communicate and interact at ease with individuals and groups
4. Ability to drive a 12-passenger vehicle

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

1. Valid driver's license
2. Requires criminal background check as condition of employment
3. First Aid/CPR/AED certification or ability to receive within one month of employment
4. Requires flexible work schedule, including weekends and evenings