

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



Currently accepting applications for:
Volunteer Community Coordinator
Department of Recreation and Parks

An Equal Opportunity Employer

Volunteer Community Coordinator – Department of Recreation & Parks/Bureau of Recreation

\$11.75 hourly, 15 hours per week – contractual position

Hours are typically Monday, Wednesday and Friday from 5:00 pm – 10:00 pm, with occasional weekends

Apply by 5:00 pm on Friday, June 25, 2021

The Department of Recreation and Parks is seeking a Volunteer Community Coordinator to provide program support for the Freedom Area Recreation Council, housed in the South Carroll Senior and Community Center, Eldersburg MD.

Under the direction of the Bureau Chief of Recreation, the ideal candidate for this opportunity will work directly with the Freedom Area Recreation Council and the Department to submit Use of Facilities (UOF) request for County and Board of Education Facilities. In addition, they will monitor program usage at the South Carroll Senior and Community Center and assist the Department with the annual volunteer background check program.

Please see next page for the complete job description.

Qualifications:

1. High school diploma or general education diploma (GED)
2. Two years' experience working in Recreation and Parks or a related field
3. Criminal background check as a 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

6/4/2021
(21-0153)

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.

VOLUNTEER COMMUNITY COORDINATOR

GENERAL RESPONSIBILITIES

Assist with the mandatory yearly volunteer background check program for all area Recreation Councils and onsite facility evening monitoring at the South Carroll Senior and Community Center and Community Coordinator for Freedom Area.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Provide guidance to the local recreation council and its volunteers
2. Provide onsite facility monitoring in the evenings at the South Carroll Senior and Community Center.
3. Serve as an authorized representative of the Department of Recreation and Parks, and sign all Board of Education Facility Use Permits for schools located within their assigned community, schedule Board of Education facilities, park sites and meeting rooms for council functions
4. Provide guidance and assistance to the Recreation Council with program and organization development
5. Promote and ensure adherence to Department guidelines and Recreation Board policies
6. Maintain an open line of communication with instructors and volunteers with respect to suggestions, problems, etc.
7. Submit bi-monthly program reports, annual financial reports, and council updates from respective recreation council, to include monitoring of volunteer background check cost recovery efforts
8. Disseminate Department information to recreation councils and program coordinators
9. Collect program information and develop publicity flyers with the assistance of the Department of Recreation & Parks for duplication and distribution
10. Serve as the initial contact person for the council and provides information to the public concerning council programs and events
11. Create and distribute ID/Badges for Department of Recreation and Parks volunteers
12. Maintain database to ensure yearly compliance and confidentiality of volunteer checks
13. Attend meetings, trainings and seminars as directed by recreation and parks staff
14. Perform related duties as to specific assignments

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)
2. Two years' experience working in Recreation and Parks or related field

KNOWLEDGE, SKILLS AND ABILITIES

1. Applies organization, managerial, administrative and public relations skills
2. Applies County Recreation rules and regulations
3. Applies Fair Credit Reporting Act (FCRA), that regulates the collection, dissemination, and use of consumer information, including consumer credit information
4. Applies Family Law Article, §§ 5-560-568, Annotated Code of Maryland, regarding criminal history checks for contractual employees
5. Ability to use computer software programs and/or other application

SPECIAL REQUIREMENT

1. Criminal background check as a condition of employment