



**Department:** St. Mary's County Recreation and Parks  
**Division:** Recreation  
**Position:** School Age Care Inclusion Aide (Child Care Leader)  
**Rate:** \$14.73 - \$20.10/hour  
**Job Location:** Hollywood Recreation Center and various sites throughout St. Mary's County  
**Hours:** Part-time, Monday – Friday during SMCPs school year. Must be available to work 6:15-9am AND/OR 2:30-6:30pm, as well as Out of School Camp days, 2-hour delay and 2-hour early dismissal days. Some evenings and weekends are required for special events.  
Summer Camp positions available June – August

**Supervision:**

Supervisor: Program Coordinator

**General Statement of Duties:**

Assist with the operation of before and after school programs by providing accommodations and modifications to children with special needs. Provide enhanced ratio to ensure children with special needs are successful in school age care programs.

**Essential Responsibilities:**

The inclusion aide will:

- Always maintain a professional self-image and project the values of the department
- Review accommodation plans for children to fully implement planned modifications
- Suggest additional modifications through hands on experience with children
- Actively supervise the children at the program location, maintaining behavior protocols and assist children with inclusion into program activities
- Provide creative ideas to accommodate and modify daily activities to encourage full inclusion within the program
- Assist in the development and updates of accommodation plans
- Communicate daily with children's parents regarding daily progress, concerns and needs
- Communicate with Inclusion Specialist/Therapeutic Recreation Specialist, Coordinator, Site Director, other inclusion aides, and camp staff regarding children's progress, areas of concern and needs
- Complete all paperwork, including behavior/incident reports, accident reports, and logs in compliance with licensing regulations and Recreation and Parks policies
- Act as a positive role model for the children and an advocate of inclusion in the community
- Maintain all program materials and locations in a clean and orderly manner
- Adhere to department's confidentiality policies
- Attend monthly staff meetings and mandatory meetings/trainings

## **Job Specifications:**

***Minimum Qualifications: Only candidates who meet the following requirements should apply:***

### **Education/Experience:**

I – Entry Level: High School diploma or equivalent AND 1 year of experience working with children with special needs

II – 2-year degree in related field or 4 years of experience working with children with special needs in an approved setting

III – 4-year degree in Special Education or related field OR a combination of 3 years of experience working with children with special needs AND either RBT or ABA certification

**For all levels:** Must have transportation to various sites throughout the county. Must be available to work Monday-Friday, 6:15am-9:15am AND 2:30pm-6:30pm as well as 2-hour delays to school and 2-hour early dismissal days. Must be available to work up to an 8-hour shift (mornings and afternoons) during Out of School Camp days. Must be at least 18 years old.

**Licenses and/or certifications:** Must maintain current approved CPR/First Aid certifications. Must comply with requirements required by Maryland State Department of Education.

## **Required Knowledge and Skills/Abilities:**

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercises good judgment to make appropriate decisions. Uses experience and professional knowledge to adapt and adjust programming to meet the needs of children. Understands licensing regulations, effectively communicates them to others and enforces them.
- Interpersonal Relationships – Develops and maintains cooperative and professional relationships with employees at all levels, representatives from all departments, organizations, and the public. Effectively responds to and resolves complex inquiries.
- Communication – Considerable ability to effectively communicate complex ideas and proposals. Ability to listen and understand information and ideas presented verbally or in writing. Ability to communicate with students, staff, school staff and families verbally and in writing in an effective and professional manner.
- Ability to be flexible in schedule and personal objectives. Ability to adapt to quickly changing circumstances and maintain calm and professional demeanor. Highly motivated advocate for persons with disabilities.
- Transportation to work at various sites throughout the school year as needed. Typically assigned to one or two sites. Site assignment could vary depending on needs of the participants.

## **Additional Requirements:**

An acceptable general background investigation to include a federal, state, and local state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a Child Protective Services check. Must always maintain approved CPR and First Aid certification. Must submit Office of Child Care Medical Report within 30 days of hire and every 5 years thereafter. Must complete

Basic Health and Safety and COVID-19 training and any other additional training as required by state licensing agencies.

**Physical Requirements:**

While performing the duties of this job, the employee is regularly required to stand; walk; run; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Employee must be able to communicate with people. Specific hearing abilities required by this position include hearing normal conversations, alarms, and other emergency signals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and ability to adjust focus. The employee will be required to work outside.

**Site Locations:** Before and After School locations: Hollywood Recreation Center, Duke ES, Evergreen ES, Lettie Dent ES, Oakville ES, Banneker ES, Leonardtown ES, Chesapeake Public Charter School

**To Apply:** Complete the Recreation and Parks application form found at [www.stmaryscountymd.gov/docs/jobapplication.pdf](http://www.stmaryscountymd.gov/docs/jobapplication.pdf)  
Positions are open until filled.

**Contact:** Cherie Nelson, Youth and Camp Programs Coordinator, 301-373-4689, [cherie.nelson@stmaryscountymd.gov](mailto:cherie.nelson@stmaryscountymd.gov)