



Department: St. Mary's County Recreation and Parks
Division: Recreation
Position: Summer Camp Seasonal Site Director I, II, III
Rate: \$18.85 - \$20.38/hour
Job Location: Hollywood, Carver & Margaret Brent Recreation Centers
Hours: Part-time, Monday – Friday, must be available to work 6:45am-5:45pm, June – August (30-40 hours/week)
Must be available to work from June 12 – August 11, 2023

Supervision:

Supervisor: Program Coordinator

General statement of duties:

Responsible for the operation of a summer camp program by enthusiastically leading counselors in implementing camp plans, interacting with school age children, participating in group games, crafts, outdoor games and other activities. Ensure all campers actively participate in activities, modifying activities as needed. Implement accommodation plans for special needs campers, taking direction from inclusion staff and coordinator. Communicate with stakeholders which include camp staff, campers, parents, field trip vendors, and Recreation and Parks staff. Provide supervisory support to Childcare Division Administration staff by actively supervising counselors and inclusion aides. Always supervise campers to ensure safety. Ensure all state licensing regulations and department policies are followed.

Essential Responsibilities:

Camp Site Directors will:

- Always maintain a professional self-image and project the values of the department
- Interact respectfully and professionally with all campers, parents, and staff keeping in mind individual differences
- Act as primary contact to communicate with parents, coordinator and other staff regarding campers' progress, areas of concern and needs
- Follow and enforce all state licensing regulations and department policies including Health & Safety Plan, Transportation Plan, Field Trip Plan, Pool/Water Safety Plan
- Comply with staff-camper ratios in accordance with state licensing regulations
- Comply with required fire drill and other emergency drill requirements
- Follow and implement lesson plans and daily schedule
- Actively supervise campers at the program location and off-site locations, maintain behavior protocols and assist campers with inclusion into program activities
- Facilitate and participate in outdoor activities, group games and art projects
- Monitor individuals and/or groups of campers in a variety of settings (e.g. classroom, playground, outdoors, gymnasiums, field trips, etc.) for the purpose of enforcing program rules and procedures regarding camper behavior and participation and/or providing a safe, respectful and positive multicultural environment
- Ensure camp site is set up and cleaned daily; prepare materials for the day; notify recreation specialists in the case of missing materials; clean up after campers' activities including lunch and snacks

- Review daily lesson plans and schedule; be prepared to implement and improvise as needed
- Chaperone field trips keeping careful count of campers and supervising campers at all times to maintain behavior protocols and assist campers as needed
- Review accommodation plans for campers to assist in fully implementing planned modifications; suggest additional modifications through hands on experience with campers
- Communicate daily with campers' parents regarding field trips, required items, policies, accidents and incidents
- Communicate with camp staff to ensure smooth transitions between scheduled activities and shifts
- Complete all paperwork, including behavior/incident reports, accident reports, and logs in compliance with regulations and Recreation and Parks policies
- Maintain orderly files of all required licensing paperwork for campers and staff
- Monitor campers' attendance by ensuring campers are signed in and out daily; report any unplanned camper absences of more than 1 day to the coordinator
- Pick up rosters, registration forms and t-shirts on Friday afternoons from the main office
- Ensure site has adequate supplies needed for activities as well as paper products and first aid supplies; pick up supplies as needed from main office or store if authorized
- Follow all state regulations regarding the handling and storage of medication
- Act as a positive role model for the campers and an advocate of inclusion in the community
- Maintain all program materials and locations in a clean and orderly manner
- Adhere to established discipline procedures and policies
- Anticipate potential disputes among campers, redirect campers and when necessary handle disputes fairly with appropriate consequences; refer severe behavior concerns to the coordinator
- Collect, review, approve and submit staffs' timesheets by established deadlines
- Observe staff; reinforce and acknowledge positive outcomes, coach staff on areas needing improvement and follow department's progressive discipline process as needed
- Complete performance evaluations on staff and counselors-in-training
- Communicate additional directives from the main office to all staff in a timely manner
- Adhere to department's confidentiality policies
- Attend mandatory meetings and trainings
- Complete other duties as assigned by recreation specialists or coordinator

Job Specifications:

Minimum Qualifications:

Education/Experience:

Level I – Maryland State Department of Education School Age Care Director or valid teacher's certification

Level II – Valid teacher’s certification AND 5 years of experience as a camp site director

Level III – Valid teacher’s certification AND a masters’ degree in related field AND 10 years of experience as a camp site director

For all levels: Must have transportation to various sites throughout the county.

Licenses and/or certifications: Must maintain current approved CPR/First Aid certifications.

Required Knowledge and Skills/Abilities:

- Judgement/Decision Making – Uses logic and reasoning to understand, analyze, and evaluate situations and exercise good judgment to make appropriate decisions. 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 professionally and effectively communicate with camp staff and families in writing and verbally.
- Ability to be flexible in schedule and personal objectives. Highly motivated advocate for persons with disabilities.

Transportation to work at various sites throughout the summer as needed. Typically assigned to a site each week. 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 complete 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 for long periods of time.

Site Locations: Hollywood Recreation Center, Carver Recreation Center, Margaret Brent Recreation Center, Chancellor's Run Regional Park and 5th District Park

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf

Contact: Cherie Nelson, Youth and Camp Programs Coordinator, 301-373-4689, cherie.nelson@stmaryscountymd.gov