



**Department:** St. Mary's County Recreation and Parks  
**Division:** Recreation  
**Position:** Summer Camp – Specialized Leader - Preschool  
**Rate:** \$18.51 – \$24.77/hour  
**Job Location:** Hollywood Recreation Center  
**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:**

Reports to the Program Coordinator

**General Statement of Duties:**

Responsible for the operation of a summer camp program by enthusiastically leading campers aged 3.5 – 5 in group games, crafts, outdoor games, music, stories and other activities. Plan 8-9 weeks of themed activities appropriate to preschoolers. Ensure 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, 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:**

The specialized leader will:

- Always maintain a professional self-image and project the values of the department
- Plan and implement varied, developmentally appropriate activities and daily schedule that are in line with the approved budget
- Research in-house vendors prior to camp season to have visits scheduled for preschoolers
- 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 and coordinator. Communicates daily with parents and coordinator regarding schedules, policies, campers' progress, areas of concern and needs, accidents and incidents
- 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
- Actively supervise campers at the program location, 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, 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 campers and parents are notified of weekly activities and any special requirements, including but not limited to waivers and materials needed for activities
- Review daily lesson plans and schedule; be prepared to implement and improvise as needed based on abilities and needs of campers
- Review accommodation plans for campers to assist in fully implementing planned modifications; suggest additional modifications through hands on experience with campers
- 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
- 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
- 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:

- I- Hold an active Maryland State Department of Education (MSDE) Preschool Lead Teacher qualification or 1 year of experience working with preschool children in an approved setting.
- II- Bachelor's degree in Early Childhood Education OR valid teacher's certification in PK-6 OR MSDE Preschool Lead Teacher with over 5 years of experience in an approved setting
- III- Master's degree in related field AND valid teacher certification/5 years of experience in an approved setting

For all levels: High School diploma or equivalent. Must have transportation to various sites throughout the county. **Must be at least 18 years old.** Must have a minimum of 1 year of experience working with preschool children

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 exercises 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 contact vendors to plan and schedule visits and activities. Ability to communicate effectively with preschoolers.
- Leadership – Takes charge of program and leads by example. Employee is often “the face of the department.” Sets the example for other staff and for impressionable campers.
- Ability to be flexible in schedule and personal objectives. Ability to adjust schedule based on campers’ interests and unpredictable circumstances. Highly motivated advocate for persons with disabilities.

**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. The employee often participates in activities with preschoolers including, but not limited to: dancing, singing, sitting on the floor, bending and standing and walking for long periods of time. 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:** Hollywood Recreation Center, Carver Recreation Center, Margaret Brent Recreation Center

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

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