

WORCESTER COUNTY JOB OPPORTUNITIES

DEPARTMENT: RECREATION AND PARKS DEPARTMENT

JOB TITLE: P/T SUMMER CAMP PROGRAM MONITOR

COMPENSATION: GRADE 8/STEP 8- \$18.69 HOURLY

WORK LOCATION: 6030 PUBLIC LANDING RD. SNOW HILL, MD 21863

WORK SCHEDULE: VARIOUS SHIFTS MONDAY-FRIDAY 7:00 AM-6:00 PM

APPLICATION PERIOD: UNTIL FILLED

Job Summary: It is the responsibility of the Summer Camp Program Monitor to supervise, plan, and actively teach during summer camp programs in conjunction with the Program Manager III (Camp Director). The Summer Camp Program Monitor is expected to be engaged in all activities alongside camp participants, to provide a safe, enjoyable experience for all campers. When a Recreation Program Manager is not present, the Summer Camp Program Monitor is responsible for supervision of the program.

General Requirements:

- Pre-employment background check.
- Must be at least 16 years or older.
- Work Schedule: Various shifts Monday-Friday 7:00 am-6:00 pm.

Responsibilities:

- Actively engage campers during activities and encourage participation from all campers.
- Assist in teaching sports skills, techniques, and strategies as needed in each camp.
- Set up and clean up all necessary equipment for the program.
- Make sure the site is prepared for the administration of the program (i.e. lowering baskets, setting up scoreboards, goals, registration tables, etc.)
- Ensure that on-site and off-site locations are clean and locked up once the program is finished.
- Keep track of all sports equipment and distribute equipment as necessary.
- Monitor the facility/park during the program to make sure that all participants and spectators are behaving in a safe, responsible manner.
- Notify the Program Manager of any progress or problems during each session.
- Keep positive open communication with parents, participants and other staff.

- Remain on site until all children participating in camp are picked up and signed out.
- Assist in supervision of snack and lunchtime during full day camps.
- Promote the Worcester County Recreation programs to the public in a positive manner.
- Participate in organizational meetings as deemed necessary by the Program Manager.
- Follow accident and incident procedures as outlined in the emergency procedures manual for part-time staff.
- Fill out incident reports on the site of the incident and report the details to the responsible Program Manager on the same day.
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complete assigned tasks accurately and by established deadlines
- Comply with safety programs, procedures, training, fire drills, COOP plans, etc. and work safely
- Ensure confidentiality of information and records and comply with record retention schedule
- Adhere to the Worcester County Government Personnel Rules & Regulations
- Perform all other duties as assigned

Required Knowledge, Skills, & Abilities:

Mental Effort:

- Exhibit the ability to solve practical problems which may include a variety of variables with limited standardization and the ability to interpret instructions.

Physical Effort:

- Perform light work which includes; exerting up to 20 pounds of force occasionally and up to 10 pounds of force frequently, and exerting a negligible amount of force constantly to move objects.
- Possess vision clarity from a distance up to and beyond 20 feet. Possess the ability to judge distance and space relationships, so as to be able to see objects where they actually are.

Machines, Tools & Equipment:

- Possess the basic abilities to carry and set up sport equipment.

Working Conditions:

- Employee is subject to a hot gym and/or outdoor field environments with an average noise level.
- Employee will be active and on his/her feet majority of the working day.

Education, Experience and Training:

- Must be at least 16 years of age. Workers ages 16 through 17 years may not work without a work permit.
- Must be knowledgeable of the sport progressions and rules.
- A criminal background check and child abuse clearance must be performed for employment.
- Possess the ability to become familiar with details of the job to perform duties successfully within 2 weeks or less.

Comments:

- Follow the Department dress code and act appropriately at all times, serving as a positive role model for Worcester County citizens.

Safety Analysis:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Medium Work; Constant viewing, hearing, talking, and lifting up to 10lbs; Frequent standing, carrying, pushing, pulling, walking and lifting and moving of objects up to 25lbs; Rarely up to 50lbs. Known hazards include risks associated with heat, humidity, noise, poor ventilation, slippery and uneven surfaces, weather and vibration. Work environment involves everyday risks typical of such places as parks, playgrounds, and swimming pools. Environment may also involve Exposure to adverse, inclement weather conditions.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.