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# ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

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**POSITION:** Coordinator III, - Recreation Youth and Camp Programs  
C08, \$50,253 - \$52,811 + FRINGE BENEFITS

**DEPARTMENT:** Recreation and Parks

**OPENING DATE:** 01-10-18                      **CLOSING DATE:** 01-24-18

## MINIMUM QUALIFICATIONS:

**Education:** Bachelor's Degree.

**Experience:** Five years or more of related experience.

**Note:** Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

## ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background investigation with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

**JOB SUMMARY:** Develops, implements, plans, schedules, monitors, and supervises more complex department-specific programs; monitors compliance with relevant regulations, policies, and procedures as they relate to specific projects.

## DUTIES:

- ◆ Responsible for the development, implementation and supervision of numerous school age care and summer camp programs and special youth events in the County.
- ◆ Responsible for current and future program planning and implementation; managing and coordinating facility operations; recruiting, hiring, and training of part-time employees and volunteers.
- ◆ Promotion and publicity of programs, fund-raisers; Insures that programs meet State health and safety regulations.
- ◆ Responsible for a full-time, licensed Day Care Center; all before and after school care centers; and summer day camps.
- ◆ Develops, implements, plans, schedules, monitors, and supervises large and complex department-specific programs;
- ◆ Monitors compliance with regulations, policies, and procedures as they relate to specific programs;
- ◆ Monitors performance of assigned staff relative to the program;
- ◆ Prepares relevant correspondence and reports;
- ◆ Liaisons with local, regional, and state organizations related to the program;
- ◆ Performs fiscal planning and management for the assigned program and monitors grant allocations;
- ◆ Performs other duties as assigned.

## DEPARTMENTAL DUTIES:

- ◆ Responsible for the development, implementation and supervision of multiple school age care centers and out of school and summer camp programs for youth aged 4 to 16 years.

St. Mary's County Government is an Equal Opportunity Employer

- ◆ Provides direct leadership for hourly staff including recruiting, hiring, and training of part-time employees and volunteers. Staff oversight in multiple licensed before and after school care centers; summer day camps; seasonal and holiday camps; family themed special events; toddler programs.
- ◆ Responsible for current and future program planning, implementation, managing and coordinating facility operations at Hollywood Recreation Center.
- ◆ Responsible for current and future program planning, implementation, managing and coordinating of various special events (i.e. holiday themed, parent/child, parent's night out) as assigned by recreation division manager.
- ◆ Provides support to other coordinators for special events and other department functions as necessary including the Easter Egg Festival.
- ◆ Promotes and represents department at public functions, through program delivery, and through fundraising; ensures that programs meet State of Maryland health and safety regulations.
- ◆ Performs other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Expert knowledge of department practices and procedures and of the practices, procedures, and concepts of the assigned programs;
- ◆ Knowledge of relevant Federal, State, and Local regulations relative to the operations of specific projects and programs;
- ◆ Ability to effectively communicate with other staff members;
- ◆ Ability to effectively monitor staff performance;
- ◆ Ability to develop, implement, prioritize, and coordinate program-related activities;
- ◆ Ability to use available resources to research information;
- ◆ Ability to prepare and maintain accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires light physical effort in the handling of light materials or boxes and tools or equipment in non-strenuous work positions up to 30 pounds and/or continual standing or walking of 60%/+ of the time. Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

**COMPENSATION/BENEFITS:**

Hiring Salary: \$50,253 - \$52,811 (B.O.E) annually.

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

**SELECTION PROCEDURE:** Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY: A 2008 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.  
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at:      Governmental Center, Potomac Building  
Third Floor, Dept. of Human Resources  
23115 Leonard Hall Drive, Leonardtown, MD  
Phone: 301-475-4200 Extension: \*1100 Fax: 301-475-4082  
Jobs Line: 301-475-4200 Extension: \*1109  
Email: [smchr@stmarysmd.com](mailto:smchr@stmarysmd.com) Website: [www.stmarysmd.com](http://www.stmarysmd.com)  
**Must press the \* key before the extension**

**ACCESSIBILITY NOTICE:** If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the ADA Coordinator: [amber.hebert@stmarysmd.com](mailto:amber.hebert@stmarysmd.com) or (301) 475-4200, Extension: \*1110

**APPLY NOW - <http://www.stmarysmd.com/hro/application/HRAapplication.asp>**