



| | | | |
|--------------------|--|---------------------|-------------------|
| JOB TITLE: | Assistant Recreation Program Director | PTT GRADE: | 3/Step 1 |
| DEPARTMENT: | Parks & Recreations | FLSA STATUS: | Non-Exempt |
| REPORTS TO: | Recreation Program Director | | |

GENERAL DEFINITION OF WORK:

The Assistant Recreation Program Director assists the Recreation Program Director in planning, coordinating, and overseeing the overall activity program and supervises the program staff in their absence. The Assistant Program Director is often assigned responsibility for specific aspects of the program activity.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

1. Assist the Director in facilitating the recreation program.
2. Be knowledgeable, monitor, ensure and adhere to all Washington County Parks and Recreation Department policies, rules, and guidelines.
3. Monitor and ensure appropriate participant behavior and adherence to program rules and regulations.
4. Work closely, cooperatively, and amicably with all staff members.
5. Communicate participant issues to the Director or appropriate staff to notify parents or to take corrective actions.
6. When necessary, handle questions, problems, and concerns of parents/guardians before, during and after the program.
7. Keep the Director up-to-date on any ongoing issues.
8. Mediate any conflicts that may arise between members of your group.
9. Ensure the safety and privacy of participants during ALL activities including breaks.
10. Report to and seek advice and/or assistance from the Recreation Program Director
11. as necessary.

KNOWLEDGE, SKILLS AND ABILITIES:

This position requires a full range of motion, such as, but not limited to: climbing, balancing, stooping, crawling, reaching, kneeling, crouching, standing, lifting, pulling, pushing and grasping. Physical activities also include active communicative activities, i.e... Talking and hearing.

EDUCATION AND EXPERIENCE:

1. Must be a minimum 18 years of age.
2. Possession of an appropriate valid driver's license.
3. Leading, planning, and supervising of children preferred.
4. Supervising of employees preferred

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS:

Defined as very active work: exerting force to move objects occasionally and/or more than 50 pounds of force on

occasion and /or in excess of 20 pounds of force: worker is sitting/standing and/or in motion most of the time.

SPECIAL REQUIREMENTS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Revised: 5/2023

Applicant must be legally authorized to work in the United States and willing to provide unexpired USCIS Form I-9 employment eligibility verification documentation upon request.

Easy Ways to Apply:

1. Visit our website at <https://www.washco-md.net/jobs/>
or
2. Complete and email an Application to HR@washco-md.net
or
3. Complete and mail Application to:
Washington County Human Resources Department,
100 W. Washington Street, Room 2300,
Hagerstown, Maryland 21740.

Internal Candidates are required to use an Internal Application (including resume) when applying.

Washington County is an Equal Opportunity Employer. Individuals requiring special accommodations or assistance are requested to contact the Human Resources Department at 240-313-2350, Voice or TDD (D/HH use 711) M/F/H/V

DEADLINE FOR FILING APPLICATIONS WITH HUMAN RESOURCES:

OPEN UNTIL FILLED