



JOB TITLE: Rec Program Director

GRADE PTT: 3

DEPARTMENT: Parks & Recreations

FLSA STATUS:

Non-Exempt

REPORTS TO: Recreation Program Coordinator

GENERAL DEFINITION OF WORK:

The Recreation Program Director will report to the Recreation Program Coordinator. With the support and guidance of the Washington County Recreation Department Office Staff, the Recreation Program Director plans, coordinates, and oversees the overall activity program, approves all program activities, and supervises the program staff. The Recreation Program Director ensures that the program is operated in a way that the participants and staff are safe, that positive customer service is provided to the participants and families, and that the tangible and intangible assets of the Washington County Recreation Department are protected and respected.

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.)

- Be knowledgeable of and adhere to all WCRD and program policies, rules, and guidelines.
- Monitor and ensure appropriate participant behavior and adherence to program rules.
- Collaborate with staff, other professionals, and members of the community regarding program features, the use of facilities and resources that are required for the program.
- Be responsible for the timely reporting of payroll information, incident reports, and other required program management documents.
- Be responsible for communicating with staff, parents/guardians prior to, during, and after the program as needed.
- Work closely, cooperatively and amicably with all staff members.
- Schedule small group meetings with staff as necessary.
- With the support of the Washington County Recreation Department, supervise and redirect negative behaviors of program staff.
- Assist the WCRD staff in the collection of employment documentation and the completion of necessary staff certifications, clearances and credentials.
- Address questions and concerns of parents/guardians before and during the program sessions.
- Continually assesses the overall program to see if there are any changes that need to be made for optimum functioning.
- Direct program staff in managing emergency situations in conjunction with the policies established by the WCRD. In the case of emergency communicate details to the WCRD Office Staff.
- Report to and seek advice and/or assistance from the WCRD Recreation Program Coordinator 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 of 18 years of age.
2. Possession of an appropriate valid driver's license.

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 in excess of 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.

This is a seasonal position running from June - August

Revised: 4/2021, 08/2021

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**

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