



Contractual Employment Opportunity

Camp Director ~ Piney Run Park

\$14.56 hourly salary

Position Available January 22, 2018 – August 15, 2018

Apply By: Friday, December 15, 2017 @ 5:00 p.m.

GENERAL RESPONSIBILITIES

Plan and oversee all Piney Run Nature Camp. Supervise all Piney Run Nature Camp staff. Schedule all camp activities, including staff training and orientation. Interviews, hires, and supervises all Nature Camp staff. Oversee all camp activities. Plan camp themes and curricula, review lesson plans, arrange guest speakers, apply for grant monies, and works within a budget.

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Recruit counselor staff through local colleges and high schools, Interview potential staff. Evaluate senior camp counselors.
2. Schedule guest visitors to the Camp, schedule daily camp activities.
3. Develop the camp calendar and a budget outline. Revise Camp Handbook.
4. Develop and implements senior counselor activity workshop and staff orientation.
5. Order all camp supplies.
6. Work with the Health Department or other government agencies responsible for licenses and permits for the Camp.
7. Hire staff and assure receipt of all required background checks and tests in a timely manner.
8. Maintain camp health log and administers medication to campers if required

EDUCATION AND EXPERIENCE

1. Requires American Red Cross Standard First Aid and CPR certification.
2. Requires a Bachelor's degree in Nature Interpretation, Environmental Education, Recreation & Parks, Education or other related field.
3. At least one year experience supervising other employees or volunteers in a camp, school, or youth group setting. *

* Any equivalent combination of acceptable education and/or experience will be considered.

CERTIFICATES, LICENSES, REGISTRATIONS

1. Valid driver's license
2. Federal and State criminal history record check prior to employment

A Carroll County Government job application is required for these positions.

Apply on-line: crgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

**POSTED: 12/4/17
(18-52)**

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