

**Worcester County Department of Recreation & Parks  
6030 Public Landing Rd  
Snow Hill, MD 21863**

**Position Title:** Program Monitors - Temporary - Grade 8/Step 1- \$12.64 Hourly  
**Department:** Recreation & Parks Department  
**Date:** August 2018  
**Reports to:** Program Manager III

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**Position Summary:** It is the responsibility of the Recreation Program Monitor to supervise, oversee, and manage recreation sports programs, special events, evening and weekend front desk duties, and security building monitoring in the gymnasium area in conjunction with the Program Manager. The successful Recreation Program Monitors assist in a variety of duties to enhance the enjoyment of recreation program participants, safeguard participants, and county facilities by monitoring indoor and outdoor recreation programs and activities.

**General Requirements:**

- Pre-employment background check.
- Must be at least 18 years or older.

**Position Duties:**

**Essential:**

- \* Greet all participants and the general public in a friendly and courteous manner.
- \* Provides general recreation and parks information to the public.
- \* Help supervise, oversee and manage gym, program areas, as assigned.
- \* 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. bleachers, scoreboards, goals, registration tables, etc.)
- \* Ensure that off-site locations are clean and locked up once the program is finished.
- \* Keep records of all sports equipment and distribute equipment as necessary.
- \* Monitor the facility 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.
- \* Supervise and assist volunteer parents, coaches, referees, etc.
- \* Assist in teaching sports skills, techniques, and strategies (if necessary).
- \* Keep positive open communication with parents, students and other staff. This includes distribution of flyers, announcements, schedules, rosters, awards, etc.
- \* Assist in the distribution and analysis of program evaluations at the end of the quarter.
- \* Collect payments, gives receipts, and deposit all money for all fees received (if necessary).
- \* Take attendance during programs (if necessary).
- \* Remain on site until all children participating in the program are picked up.
- \* 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 in a timely manner.
- \* Make sure that all participants have filled out indemnity forms prior to participation.
- \* Must be able to maintain confidentiality and a professional attitude at all times.
- \* Adhere to the Worcester County Government Personnel Rules & Regulations;
- \* Performs 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.
- \* Exhibit mathematical calculations involving addition, subtraction, multiplication and division.
- \* Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers.
- \* Ability to apply acquired knowledge to increasingly varied and complex tasks.

**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 field environment with an average noise level.
- \* Must be willing to travel throughout the County to oversee and manage programs, all programs do not take place at the Worcester County Recreation Center.

**Education, Experience and Training:**

- \* Must be at least 18 years of age.
- \* Knowledge of basic recreation and sports rules/regulations.
- \* A criminal background check and child abuse clearance must be performed for employment.
- \* Possess the ability to become familiar enough with details of the job to do it reasonably well within 2 weeks or less.
- \* Dress and act appropriately at all times, serving as a positive role model for youth.

**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.

- I have read and I am willing and able to perform all the essential job functions for this position

Signature: \_\_\_\_\_

Date: \_\_\_\_\_