

WORCESTER COUNTY *INTERNSHIP* OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF RECREATION & PARKS

JOB TITLE: PARKS INTERN

COMPENSATION: GRADE 16/STEP 1 - \$22.96 HOURLY
(PART-TIME/TEMPORARY)- MAX OF 180 ANNUAL HOURS

WORK LOCATION: WORCESTER COUNTY RECREATION CENTER, 6030 PUBLIC LANDING ROAD
SNOW HILL, MARYLAND 21863

WORK SCHEDULE: HOURS WILL VARY, AVERAGING APPROXIMATELY 10–20 HOURS PER WEEK. SCHEDULE WILL INCLUDE WEEKDAYS, EVENINGS, AND WEEKENDS BASED ON DEPARTMENTAL NEEDS, INTERNSHIP REQUIREMENTS, AND SCHOOL SCHEDULE

APPLICATION PERIOD: UNTIL FILLED

JOB SUMMARY: Under the immediate supervision of the Parks Superintendent, an Intern will gain a variety of firsthand experience in the field including facility management, daily operations, maintenance planning, special projects, conservation, special events, grant funding, and recreation.

GENERAL REQUIREMENTS

- Pre-employment background check
- Safety Sensitive position subject to Drug and Alcohol Testing
- Possession of a valid driver's license, and a motor vehicle history with less than 4 points

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Apply knowledge and skills obtained in the classroom to a real-life work environment
- Assist in conservation efforts of nature Parks throughout the county to include maintenance plans for shrubs, trees, turf and flowers using best practice techniques
- Assist with grant applications, supporting documents and record keeping
- Assist with Part Time scheduling to ensure tournaments and special events are adequately staffed
- Assist with purchasing of needed supplies, equipment, tools, etc.
- Assist with Recreation Department requests, special events and programming needs to include set-up, break-down, man hours, field preparation, etc.
- Establish and maintain harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism
- Complete assigned tasks accurately and by established deadlines
- Comply with safety programs, procedures, training, fire drills, COOP plans, etc. and work safely
- Ensure confidentiality of information and records and comply with record retention schedule
- Adhere to the Worcester County Government Personnel Rules & Regulations
- Perform all other duties as assigned

QUALIFICATIONS AND SKILLS

- Valid driver's license and driving record of less than 4 points (MD)
- Basic math skills required
- Basic knowledge of grounds keeping and maintenance
- Basic knowledge of the operation and function of tools, equipment, and vehicles used in the construction and maintenance of parks operation

- Ability to follow verbal and written instructions; read street signs; keep records and logs; complete written forms; and to communicate effectively with the public
- Ability to perform duties independently and as part of a team
- Ability to perform manual physical labor including frequent walking, bending, stooping, lifting, and carrying heavy objects

SAFETY ANALYSIS

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (>75% of the time)

Ability to perform manual physical labor including frequent walking, bending, stooping, lifting, and carrying heavy objects up to 60 lbs. Heavy Work - Constant viewing and lifting over 10lbs; Frequent talking, hearing, carrying, pushing, pulling, lifting and moving of objects over 25lbs; Occasionally over 60lbs. Known hazards include risks associated with impacts, heat, chemicals, and sharp objects. 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.

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 11 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2025.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.