

WORCESTER COUNTY *INTERNSHIP* OPPORTUNITIES

DEPARTMENT: DEPARTMENT OF RECREATION & PARKS

JOB TITLE: RECREATION/FITNESS 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 direct supervision of the Recreation Program Manager IV, the Recreation/Fitness Intern will assist the Recreation Program Managers in planning, overseeing, managing, and instructing recreational camps, programs, leagues, and/or fitness classes. Interns are responsible for delivering exceptional internal and external guest service, while completing various learning experiences and training in recreation programming, risk management, administration, event management, and other components of parks and recreation operations. The Recreation/Fitness Intern will also perform assigned administrative duties, as deemed necessary by the Recreation Program Manager IV and Recreation Superintendent.

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

- Assist Program Managers in preparation, planning, and performing preplanned programs, camps, leagues, and fitness classes (creating, marketing, administrative duties, activity planning)
- Prepare site for the administration of recreation programs (bleachers, scoreboards, equipment, goals, registration tables, etc.)
- Assist in setting up, supervision, and cleanup of recreation programs
- Keep track 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 Recreation Program Manager IV or any progress or problems during each session
- Attend community events representing Recreation & Parks Department
- Assist Recreation staff in the preparation and execution of Recreation Special Events
- Maintain positive and open communication with the public, participants, parents, and staff
- Familiarize and enforce Recreation & Parks policies and procedures and representing the department professionally
- Participate in organizational meetings as deemed necessary

- Promote the Worcester County Recreation & Parks Department to the public in a positive manner
- 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

- Enrollment within a college or university with an emphasis in Physical Education, Recreation Administration, Exercise Science, Sport Management, Recreation, Parks and Leisure Studies or related area of study
- Valid driver's license and driving record of less than 4 points (MD)
- Computer literate with a basic knowledge of Adobe programs preferred but not required
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and communicate effectively with the public and coworkers
- Ability to apply acquired knowledge to increasingly varied and complex tasks; perform duties independently and as part of a team, and complete assigned tasks by established deadlines

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, fumes, humidity, noise, slippery and uneven surfaces, weather and vibration.

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.