



Department of Recreation and Parks
BUREAU OF PARKS AND PROGRAM SERVICES

JOB TITLE: NATURE CENTER FACILITY LEADER I

BRIEF DESCRIPTION: Howard County Recreation and Parks operates the Robinson Nature Center. This position performs intermediate level recreation services work ensuring the safe and efficient operation of the Center. This position provides support to the Facility Leader II and to full-time staff of the Center. This position will assist in providing customer service and support for center operations. Center hours are Wednesday-Sunday, weekend and occasional evening work is required.

DUTIES:

- Assist with Activenet membership, entering seasonal programs and program registration
- Performs opening and closing duties as assigned
- Greet all visitors, directs guests around the Center based on their interests or purpose for visiting
- Daily monitoring of Center voicemail and directing messages to appropriate party
- Makes phone calls as directed contacting participants with cancellations, program updates and maintains program wait lists. Performs refunds when necessary.
- Set up and take down of equipment for non-package rentals
- Create and maintain permits for Naturalist Birthday Party rentals
- Answers a multi – line phone and directs calls to the appropriate coordinator
- Use multi channel scanning County radio
- Provides marketing and program promotion to walk in customers. Create small flyers with event information and keep whiteboards up to date.
- Keep outside and inside kiosks and classrooms stocked with appropriate literature
- Performs data processing including program attendance, rental attendance and special event attendance
- Assists with gift shop sales, product placement, ordering and inventory
- Assists with Touch Tank maintenance and Touch Tank public hours when needed
- Maintains community calendars with RNC programs
- Maintain cleanliness of Discovery Room, Legacy Room and front Lobby
- Communicates clearly and courteously with the public and coworkers including issues that could affect public safety
- Works closely with Naturalist, Program Manager and Volunteer Coordinator to conduct efficient registration and program/special event check ins
- Performs other duties as assigned to ensure the smooth operations of the center
- File permits and other paperwork
- Assists with completing center forms
- Monitors center patrons and enforces center rules
- Wear Recreation and Parks shirt and nametag
- Be trained in the use of the AED, CPR and First Aide

QUALIFICATIONS:

- Must have basic knowledge of nature center operations
- Possess good communication skills
- Be flexible, reliable, responsible and enjoy working with the general public
- Must be able to lift 40 pounds
- Must be at least 18 years of age and possess a high school diploma or GED equivalency

RATE OF PAY: Contingent – Paraprofessional - \$9.00-13.00 / hour
Salary commensurate with experience

12/06, 11/07, 02/11, 5/13, 3/15

RETURN TO:

Attn: Part-Time Employment
HOWARD COUNTY RECREATION & PARKS
7120 Oakland Mills Road
Columbia, MD 21046-1677

EOE/MF

WEB SITE: www.howardcountymd.gov

EMPLOYMENT APPLICATION

It is Howard County Government's policy to select new employees and to promote current employees based upon qualifications without regard to race, creed, religion, disability, color, sex, national origin, age, marital status, political opinion or sexual orientation. Each selected applicant must meet all requirements which may include successful completion of an oral, written or unassembled examination, a medical examination and a confidential background investigation. Disabled applicants requiring accommodation in completing the application process should call 410-313-2033.

INSTRUCTIONS: Applications are only accepted for positions which are posted. All applicants, including County employees seeking promotion or transfer, must provide a complete, separate and signed application for each position. A photocopy with an original signature is acceptable. Mailed applications must be postmarked no later than midnight on the final date for filing. Applications are retained for a period of six months from the date of receipt.

POSITION APPLYING FOR: _____ Seasonal Part Time
 Full Time

NOTE: In general, candidates are hired at the entry rate for the position. If you are unable to accept the entry rate, please indicate the minimum rate you are willing to consider:

\$ _____ per year per hour

PLEASE PRINT OR TYPE:

Name: Last _____ First _____ Middle _____

Address: Street _____ City _____ State _____ Zip _____

Telephone: Home _____ Work _____ E-Mail Address: _____

Do you possess a valid motor vehicle operator's license? Yes No Type/Class: _____

Are you a current Howard County Government employee? Yes No Location: _____

Are you a former Howard County Government employee? Yes No Date Left: _____ / _____ / _____
month day year

EDUCATION AND TRAINING

Highest Grade Completed: _____

Do you have a High School Equivalency Diploma (GED):

Did you graduate? Yes _____ / _____
month year

Yes _____ year awarded _____ state awarded

No

Name, City and State of Last High School Attended:

COLLEGES ATTENDED CITY & STATE	MAJOR FIELD	NO. OF CREDITS	DEGREE AWARDED	DATES ATTENDED FROM TO		
OTHER TRAINING (including business, trade, military or correspondence schools)					TOTAL HRS. WKS.	
NAME OF SCHOOL	CITY	STATE	TYPE OF TRAINING		HRS.	WKS.

SPECIAL QUALIFICATIONS - (Include active technical/professional licenses and numbers, academic or professional awards, etc.)

EMPLOYMENT HISTORY

Instructions: PLEASE PROVIDE A COMPLETE EMPLOYMENT HISTORY, LISTING ALL POSITIONS HELD, INCLUDING MILITARY, PART-TIME, SUMMER, AND VOLUNTEER. USE ADDITIONAL SHEETS IF NECESSARY. IF SUBMITTING A RESUME, YOU MUST COMPLETE ALL INFORMATION EXCEPT "DUTIES".

PRESENT OR MOST RECENT POSITION:

MAY WE CONTACT YOUR PRESENT EMPLOYER ABOUT YOU? YES NO

EMPLOYER NAME: _____ ADDRESS _____ _____ JOB TITLE: _____	Dates of Employment Month/Year From To _____ / _____ / _____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____ _____
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TELEPHONE _____ - _____ NAME AND TITLE OF SUPERVISOR _____

REASON FOR LEAVING _____

NUMBER OF EMPLOYEES SUPERVISED _____ TYPES OF EMPLOYEES SUPERVISED _____

DUTIES _____

FORMER POSITION:

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE: _____	Dates of Employment Month/Year From To _____ / _____ / _____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____ _____
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TELEPHONE _____ - _____ NAME AND TITLE OF SUPERVISOR _____

REASON FOR LEAVING _____

NUMBER OF EMPLOYEES SUPERVISED _____ TYPES OF EMPLOYEES SUPERVISED _____

DUTIES _____

FORMER POSITION:

EMPLOYER NAME _____ ADDRESS _____ _____ JOB TITLE: _____	Dates of Employment Month/Year From To _____ / _____ / _____	Salary Start \$ _____ Final \$ _____	Average Hrs. Per Week _____ _____
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TELEPHONE _____ - _____ NAME AND TITLE OF SUPERVISOR _____

REASON FOR LEAVING _____

NUMBER OF EMPLOYEES SUPERVISED _____ TYPES OF EMPLOYEES SUPERVISED _____

DUTIES _____

OTHER QUALIFICATIONS

- Data Entry or Key Boarding skills @ _____ words per minute
- Power Tools or Motor Equipment (list tools and equipment below)
- Computer Skills (list specific hardware and/or software below)
- Other (list below)

List below any additional information you consider pertinent to your application for employment:

GENERAL INFORMATION

Affirmative responses to the following questions will not automatically exclude you from employment consideration.

Have you ever been dismissed or asked to resign from any position for reasons other than disability? Yes No If yes, please explain.

Have you ever been convicted of an offense in an adult court? Yes No If yes, please explain .

RECRUITMENT SOURCE

How did you find out about this job? (Please mark as many as apply)

- | | |
|--|--|
| <input type="checkbox"/> (1) County Human Resources Office or Job Line | <input type="checkbox"/> (6) Radio or TV _____
<small>Name of Station</small> |
| <input type="checkbox"/> (2) County Employee _____
<small>Name</small> | <input type="checkbox"/> (7) Internet _____
<small>Web Site</small> |
| <input type="checkbox"/> (3) Job Announcement on Bulletin Board | <input type="checkbox"/> (8) Other (please specify) |
| <input type="checkbox"/> (4) Newspaper or Publication _____
<small>Name of Newspaper or Publication</small> | _____ |
| <input type="checkbox"/> (5) Community Organization _____
<small>Name of Organization</small> | _____ |

REQUIRED SIGNATURES

In order to avoid a delay in the processing of your application, please be sure you have signed and dated the form below and that you have answered every question clearly and completely.

NOTE: If you are submitting a photocopied application, signatures on this page MUST be original.

- A. THE FOLLOWING NOTICE APPLIES TO EVERYONE EXCEPT APPLICANTS FOR LAW ENFORCEMENT OFFICER POSITIONS AS DEFINED BY STATE LAW, OR ANY EMPLOYEE OF ANY LAW ENFORCEMENT AGENCY OF THE STATE OF MARYLAND OR ANY COUNTY, INCORPORATED CITY OR TOWN, OR OTHER MUNICIPAL CORPORATION.

"UNDER MARYLAND LAW AN EMPLOYER MAY NOT REQUIRE OR DEMAND ANY APPLICANT FOR EMPLOYMENT OR PROSPECTIVE EMPLOYMENT OR ANY EMPLOYEE TO SUBMIT TO OR TAKE A POLYGRAPH, LIE DETECTOR OR SIMILAR TEST OR EXAMINATION AS A CONDITION OF EMPLOYMENT OR CONTINUED EMPLOYMENT. ANY EMPLOYER WHO VIOLATES THIS PROVISION IS GUILTY OF A MISDEMEANOR AND SUBJECT TO A FINE NOT TO EXCEED \$100."

SIGNATURE

DATE

- B. I UNDERSTAND THAT TO BE ELIGIBLE FOR EMPLOYMENT, I MUST BE A CITIZEN OR NATIONAL OF THE UNITED STATES, AN ALIEN LAWFULLY ADMITTED FOR PERMANENT RESIDENCE, OR AN ALIEN AUTHORIZED BY THE IMMIGRATION AND NATURALIZATION SERVICE TO WORK IN THE UNITED STATES. I FURTHER UNDERSTAND THAT TO BE EMPLOYED BY HOWARD COUNTY GOVERNMENT, I WILL BE REQUIRED TO PRESENT EVIDENCE OF MY IDENTITY AND EMPLOYMENT ELIGIBILITY THAT ARE GENUINE AND RELATE TO ME AND THAT FEDERAL LAW PROVIDES FOR IMPRISONMENT AND/OR FINE FOR ANY FALSE STATEMENTS OR USE OF FALSE DOCUMENTS IN CONNECTION WITH MY ELIGIBILITY VERIFICATION.
- C. I UNDERSTAND AS A CONDITION OF MY EMPLOYMENT I MAY BE REQUIRED TO FILE A FINANCIAL DISCLOSURE STATEMENT.
- D. I CERTIFY THAT I HAVE READ AND FULLY COMPREHEND THIS FORM IN ITS ENTIRETY AND THAT THE INFORMATION HEREIN PROVIDED IS TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT, SHOULD ANY STATEMENT I HAVE MADE PROVE TO BE FALSE, MISLEADING OR ERRONEOUS, IT MAY RESULT IN THE REJECTION OF MY APPLICATION OR IN MY DISCHARGE FROM THE COUNTY SERVICE. IN SUBMITTING THIS APPLICATION, I FURTHER UNDERSTAND THAT IT BECOMES THE PROPERTY OF HOWARD COUNTY AND WILL NOT BE RETURNED.

SIGNATURE

DATE

HOWARD COUNTY GOVERNMENT
AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO WORKFORCE DIVERSITY