



**JOB DESCRIPTION**  
**BLAINE COUNTY RECREATION DISTRICT**

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POSITION: Director of Programs  
CLASSIFICATION: Full-time, Exempt  
REPORT TO: Executive Director  
DATE: August 25, 2021

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**BCRD MISSION**

Blaine County Recreation District is dedicated to enhancing the quality of life in Blaine County by creating healthy active recreational opportunities for all.

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**Job Summary**

The Director of Programs (DOP) oversees youth and adult programming, supervises staff, and is responsible for developing new programming for BCRD to ensure positive, healthy and accessible recreation opportunities exist in Blaine County and furthers the mission of BCRD. The DOP is responsible for maintaining a professional and engaged work environment. The position requires a high level of organization, independent judgment, initiative, and technical skills. The DOP works closely with BCRD leadership and reports to the Executive Director. This is a full-time exempt position.

**JOB DUTIES AND RESPONSIBILITIES**

- Oversee the development and implementation of recreation programs and activities including youth and adult recreation programs, sports activities and leagues, aquatics programs, adult and youth classes, special events, and recreation facilities operations.
- Develop new programming that aligns with BCRD strategic priorities, work across departments, and cultivate external support from partners and community members.
- Develop and implement goals, objectives, policies, and procedures for BCRD programming.
- Direct, oversee, and participate in the development of work plans; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Prepare Program budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Coordinate activities with other BCRD departments.
- Maintain and develop partnerships with agencies and organizations.
- Design and implement outdoor education programs to include summer and winter recreation activities.
- Build and maintain positive working relationships with co-workers, other BCRD employees, and the public.
- Observe and maintain a safe working environment in compliance with established safety programs and procedures.
- Perform other duties and tasks as deemed necessary and/or assigned.

## **JOB REQUIREMENTS AND QUALIFICATIONS**

- A Bachelor's degree in Recreation or closely related field or a combination of 5 years education and experience.
- Experience in recreation management, outdoor recreation, and program development.
- Excellent organizational skills and attention to detail.
- Ability to work a varied schedule to include evenings and weekends depending on season and activities.
- Excellent communication skills, both verbal and written, for applying internal and external communications for coordinating between staff, board members, and the general public.
- Ability to problem solve and perform a variety of tasks simultaneously.
- Good time management skills and ability to use time efficiently and effectively.
- Bilingual skills in English and Spanish are advantageous.