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JOB DESCRIPTION
BLAINE COUNTY RECREATION DISTRICT
PROGRAMS OUTREACH COORDINATOR

POSITION:	Programs Outreach Coordinator, Grade 4
CLASSIFICATION:	Full-time, Non-Exempt
REPORT TO:	Executive Director
REVISED:	4/25/2023

BCRD MISSION

Blaine County Recreation District provides healthy, active, and diverse recreational opportunities for our community.

JOB SUMMARY

The Programs Outreach Coordinator will work to expand Blaine County Recreation District's (BCRD) outreach to underserved people throughout Blaine County with an emphasis to engage directly with the Hispanic community to participate in BCRD programming. This person will be a bilingual Spanish/English speaker who can easily work with Hispanic families and individuals to ensure that BCRD develops proactive solutions to engage more people and provide support for those wanting to sign up for BCRD programming including sports and leagues for all ages, encourage participation in outdoor recreation opportunities, and work closely with the Blaine County School District and other organizations serving underrepresented populations in Blaine County. The Programs Outreach Coordinator will work closely with BCRD leadership and reports to the Executive Director. This is a full-time exempt position.

JOB DUTIES

- Ensure existing BCRD programming is accessible to all by addressing any unintended barriers in our registration processes and systems for all BCRD offerings.
- Work as needed at the front desk to directly engage any members of the public who speak Spanish as their primary language visiting our facility to enroll and participate in BCRD programming.
- Support sports programming by assisting the Sports Coordinator to launch sports and set up associated infrastructure as needed.
- Expand access to BCRD existing programs focusing on ways to expand enrollment to those from underserved communities.
- Identify program opportunities and plan and execute programming for members of the Hispanic community, examples include expanding opportunities such as the Hispanic Nordic ski day.

- Develop and sustain working relationships with organizations whose mission and programs aligns with BCRD to ensure access to programming for Hispanic community members.
- Serve as the liaison to the Hispanic community and other underserved community groups as identified by the supervisor and/or strategic plan.
- Support BCRD day-to-day operations and BCRD leadership and staff to increase our commitment to diversity, equity, inclusion, and access.

JOB REQUIREMENTS AND QUALIFICATIONS

- A Bachelor's degree or a combination of 3 years education and experience.
- Excellent organizational skills and attention to detail.
- Ability to work a varied schedule to include evenings and weekends depending on season and activities.
- Able to work well in a team environment, handle multiple assignments and meet deadlines.
- Ability to connect with people from a variety of backgrounds.
- Must be a capable communicator in English and Spanish with strong written, presentation, oral communications, and interpersonal skills.
- Manage relationships, including, but not limited to: Blaine County School District, community non-profit organizations, and city and county governments.
- Ability to manage time, deliverables and meet deadlines.
- Proficient with technology and a desire to learn skills as needed, working knowledge of Microsoft Office software.
- Fluency in English and Spanish.

HOW TO APPLY

Please submit a cover letter, resume, and job application to Mary Rose at mrose@bcrd.org. For any questions or more information please call (208) 578-2273.

The Blaine County Recreation District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.