



JOB DESCRIPTION
BLAINE COUNTY RECREATION DISTRICT
SPORTS PROGRAM MANAGER

POSITION: Sports Program Manager, Grade 5
CLASSIFICATION: Full-time, Exempt
REPORT TO: Director of Programs
REVISED: 4/24/2023

BCRD MISSION

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

JOB SUMMARY

The Sports Program Manager performs administrative, supervisory, and professional work in the planning, development, organization, and successful implementation of sports programs. This position is responsible for expanding sports opportunities for youth, teens, and adults of Blaine County, furthering the mission of the BCRD. The ideal candidate is an enthusiastic self-starter with excellent organizational and communication skills.

JOB DUTIES

- Ensure existing BCRD programming is accessible to all by addressing any unintended barriers in our Direct and supervise youth, teen, and adult sports program activities.
- Expand sports programs to include all ages of participants, including middle school, high school, and adult Leagues.
- Hire and supervise staff and volunteers.
- Secure and schedule athletic fields and facilities. Transport and set up equipment for games and practices; monitor, maintain, and purchase necessary equipment as budget permits.
- Respond to community and participant inquiries in a timely matter.
- Develop and communicate league rules that are in the interest of promoting the sport and encouraging the growth of all participants.
- Cultivate and maintain a practice and game environment that emphasizes skill development, sportsmanship, and fun.
- Problem solve issues during the season and communicate effectively with coaches and parents, or participants.
- Ensure that playing surfaces and sport equipment are ready prior to the start of the season and remain in good working condition throughout the season.
- Follow all safety rules and procedures. Correct and/or report any unsafe conditions immediately.
- Manage the program in a fiscally responsible manner.
- In collaboration with the Director of Programs, assess program quality, set programmatic goals and priorities as necessary, and develop budgets to achieve high quality recreational youth sports programs.

- Provide and communicate accurate programmatic information to the public in a clear and timely manner, to include website updates and participant and coach communications where applicable.
- In collaboration with the Communications Manager, effectively market sports programming to the community.

JOB REQUIREMENTS AND QUALIFICATIONS

- Ability to effectively communicate with coaches, parents, players, and colleagues.
- Ability to motivate and inspire staff and volunteers.
- Ability to work independently with accountability.
- Proficient use of computers and computer software/applications.
- Exercise good judgement, problem solving, and decision-making skills.
- Ability to perform a variety of tasks and pay attention to details.
- Good time management, ability to use time efficiently and effectively.
- Ability to plan and implement recreational activities for the community.
- Ability to perform work in a safe and efficient manner and be constantly alert and aware of the hazards involved and know and apply safety practices and principles in reporting and preventing accidents.
- Bilingual skills in English and Spanish are advantageous.
- Relevant experience playing, coaching, or administrating sport teams.
- Four-year college degree in recreation or related field preferred.
- Supervisory experience preferred.
- Ability to work a flexible schedule to include evenings or weekends depending on sporting events.
- Must be CPR, First Aid, and AED certified or willing to complete the training required to become certified.

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.