



RICHLAND COUNTY Montana

Discover the Richness

County Recreation Coordinator-Full Time Richland County - Montana

LOCATION:

Richland County is located in north eastern Montana. The county has an estimated population of 10,000 with the county seat, Sidney, having a population of approximately 5000. Other towns in Richland County include Crane, Fairview, Lambert, and Savage. Oil production and agriculture are widely recognized as two of the staples of Richland County's economy. Much of the county is located in the Bakken Oil Zone. The confluence of the Missouri and Yellowstone Rivers are close creating an irrigated valley in which grains, sugar beets, corn, beans and hay are produced.

With its irrigated bottom land in the southeast and its rolling hills to the west, Richland County sports an abundance of arable land and wildlife habitat which make hunting and fishing favorite pastimes of residents and attract hunters and anglers nationwide.

Sidney provides varied and abundant opportunities for shopping, dining and recreating. The city also boasts an exceptional medical facility, a beautiful 18 hole golf course and newly constructed community services building and law enforcement center. Sidney Public Schools provide an excellent education for area students and are generously supported by the community.

GENERAL RESPONSIBILITIES:

Richland County is seeking an ambitious, dedicated, visionary, innovative and experienced individual for its new County Recreation Coordinator position.

Job duties would include:

- Establish, update and maintain a comprehensive database (clearinghouse) of recreational opportunities in Richland County in various formats that are accessible to all residents of the county.
- Help unite existing recreational organizations (including team sports leagues) in Richland County to meet common needs and pool resources where appropriate.
- Get all of Richland County involved in providing and participating in recreational activities.
- Provide logistical support to and work closely with the Physical Activity Action Group to help identify recreational needs and opportunities in Richland County.
- Create a 3-5 year plan for recreational facility and program development in Richland County which will be refined at the "State of the Community" County-wide Conference and approved by the Sidney Parks & Recreation Board and County Commissioners.
- Make reports to and accept feedback from the Sidney Parks and Recreation Board and Physical Activity Action Group at their regular monthly meetings as requested/needed.
- Plan at least one, but ideally three, major events that engage a variety of populations in Richland County in being physically active.
- Use the "State of the Community" County-wide Conference as well as other qualitative and quantitative tools to evaluate the effectiveness of new programming as well as the clearinghouse and other tools that are developed.
- Solicit grants and other financial resources, including researching and directing the preparation of grant applications.

REQUIRED QUALIFICATIONS:

- Knowledge of existing Richland County recreational opportunities and/or educational background and previous experience in recreation coordination and program development.
- Demonstrated grant writing skills that indicate an ability to secure future funding for this position.
- Ability to establish positive relationships and facilitate communication between existing organizations
- Ability to communicate effectively with diverse organizations and community members of all ages in person, through written material, telephone, e-mail and in formal presentations.
- Strong organizational skills to support the development and coordination of community-wide recreation events, programs and opportunities
- General knowledge of recreational programming available to similar communities
- Experience with website design and development
- Must possess the following certifications within three (3) months of employment:
 - First-Aid
 - CPR
 - Possess a valid Driver's License and obtain a Montana Driver's License within 60 days of employment
 - Offers for employment are conditional upon satisfactory response to criminal background, thorough reference check and possibly a credit history.
 - Pre-employment drug testing may be required.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Recreation Administration, Physical Education, Public Administration, or a closely related field; AND
- Considerable experience in directing the operations of a recreation system
- Or any combination of experience and training which provides the equivalent scope of knowledge, skills and abilities necessary to excel in this position.
- Applicants need to be ambitious and self disciplined as this will be a newly created position.

SALARY AND BENEFITS:

Salary: - \$35,000.00 - \$41,000.00 per year depending on qualifications and internal equity. Pay in lieu of benefits may be negotiated.

APPLICATION PROCEDURE AND DEADLINE:

Review of applicants will begin immediately and will continue until interviews are held. Submit resume and cover letter with names, addresses and phone numbers of three references and a copy of College Transcripts to **Gale Frank at frank3120@midrivers.com**. Applications must be received by 4:30 on August 15th. Please, also include a personalized 6 month action plan or to-do-list for this position.