



Job Announcement

20260123 Bilingual Program Specialist- Nature Programs (3-YR. Term)

CLOSING DATE: April 28, 2026

APPLY ONLINE AT [LONGMONTCOLORADO.GOV/JOBS](https://longmontcolorado.gov/jobs)

Department: Community Enrichment

Division: Parks, Recreation & Open Space (PROS)

Subdivision: Open Space

Hiring Range: \$25.41-\$28.23/ hour

This position is budgeted for 840 hours/ year

Most work hours occur May- September

Occasional evenings and weekends required

Part Time Temporary

Benefits include:

Benefits required by law are included such as Jury & Witness Duty, Sick Leave, Social Security, and Medicare.

Definition:

This 3-Yr. seasonal grant-funded position is shared between the Children, Youth & Families and Open Space Divisions to support equitable access to bilingual nature-based programming for Longmont youth and families. The role supports two programs: the Youth Center's Navigators Program, which provides twice-weekly after-school and summer outdoor experiences for youth ages 11-18, and the Open Space Division's Backyard 2 Backcountry Program, a twice-monthly family program offered May-September. This position supports program planning, logistics, bilingual communication, and partner coordination while serving as a consistent, culturally responsive presence for participants.

Principal Duties:

- Assists in recruiting families from diverse backgrounds for youth and parent outdoor and nature-based programs.
- Maintains contact with families by phone, email or in person to ensure program attendance.
- Assists in operating youth and parenting program to ensure safe, fun, and accessible environment maintaining program fidelity and participant retention.
- Provides families resources for referral to other community programs and services as necessary.
- Facilitates weekly youth and family programs including evening and weekends.
- Monitors and leads a wide variety of special activities and events of interest to a diverse population of family and youth.
- Assists in data collection and overall program planning, including preparing monthly and quarterly program progress reports and maintaining program statistics for grant reporting.
- Works effectively and in a collaborative spirit with Children, Youth & Family and Open Space staff to provide exemplary customer service to the public.
- Work with youth from diverse backgrounds and demonstrate basic group management skills.
- Work effectively under minimal supervision.
- Communicate clearly and concisely.
- Establish and maintain effective working relationships with superiors, subordinates, and patrons.
- Use good judgment and make sound decisions in stressful or emergency situations.
- Drive 12-passenger van to and from specified destination in a safe and law-abiding manner.
- Interact with and monitor the safety of children dropped off for child care.
- Act and lead youth and families safely and confidently in outdoor recreational settings.
- Performs essential duties and additional tasks in a manner, which enhances City Attributes.

Working Environment:

This position requires extensive contact and interaction with community, children, youth and families. Work is primarily performed in a standard office environment and outdoors in the field, with travel to schools, and various community locations, including community-based programming. Requires the ability to hear and communicate in both verbal and written form, read and understand a variety of written materials. Requires ability to manage stress associated with coordinating multiple concurrent tasks and interruptions. Requires working alone, as well as frequently working closely with others, including the public, business and school leaders, community groups, co-workers, and other youth-serving professionals. Confidentiality is required. Work requires frequent light lifting and carrying (under 15 lbs) and occasional lifting/carrying (up to and over 50 lbs), crawling, bending/stooping, twisting, kneeling, and

squatting, exposure to noise and sun, and conflict and potential problems of a volatile nature. Work may require frequent irregular/protracted work hours; both scheduled and unscheduled.

Qualifications:

Any combination of education and experience equivalent to a Bachelor's Degree from an accredited college or university with major coursework in social science, human relations, community development, psychology, social work, environmental education, outdoor recreation, or related field. Program evaluation experience desired.

***Special Qualifications:* Bilingual (English/ Spanish) advanced proficiency required.**

Current Colorado driver's license required. Complete/keep current defensive driver training on an annual basis. Complete and keep current on an annual basis Passenger Van Driver Training. Willing and able to drive volunteers in 4x4 vehicles and/or in a 12-passenger van with accommodation. Obtain basic first aid and CPR certification within first three months of employment.

We're committed to building a team that reflects the diversity of the communities we serve. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications, and encourages all candidates to apply and help us achieve our goal of creating an inclusive and equitable workplace.


Selection

The selection process will include complete job description review, personal interview, background investigation, criminal background check, and substance screening.

DEADLINE: April 28, 2026

An ONLINE APPLICATION is required. This job is Open until April 28, 2026. The online application process is available for this position on our website at www.longmontcolorado.gov/jobs. Resumes will be accepted in lieu of the full City Application; however, they must be submitted via the City application site for consideration. **To be considered, please apply as soon as possible.** For more information, call (303) 651-8609.

The City of Longmont is an equal opportunity employer. The City affirms its commitment to diversity and to complying with all applicable federal, state, and local laws regarding nondiscrimination in employment. The City will not discriminate against any person in recruiting, examining, appointing, hiring, training, placement, termination, layoffs, recall, transfer, leave of absence, promoting, compensating, retaining, disciplining, or any other personnel action on the basis of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, genetic information, marital status, veteran status, status with regard to public assistance, physical or mental disability, or any other characteristic protected by federal, state, or local law, except when any of these categories constitutes a bona fide occupational qualification (i.e., an actual qualification for performing a job). If you need special assistance in the selection process, please contact the Human Resources Department in advance to make arrangements.



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