

## Saskatchewan Parks and Recreation Association Field Consultant

### Job Description

**Job Title:** Field Consultant – **Weyburn**  
**Type of Position:** Full-time Position

#### **Position Summary and General Accountability:**

This position develops and implements the strategic direction for the Field Consultant portfolio and is responsible to facilitate and enhance local community capacity initiatives, and to be an active advocate of the Saskatchewan Parks and Recreation Association (SPRA) and the parks and recreation sector. The position provides support and advisory services to elected and non-elected authorities, along with local volunteers and recreation practitioners. The Field Consultant disseminates information regarding SPRA programs and services and develops partnerships with targeted populations, stakeholders and related sectors. This position builds and fosters partnerships with local park and recreation organizations, government and grassroot organizations to increase sectoral leadership and to improve the quality of life in communities.

#### **Reporting Relationships**

**Reports to:** Field Services Manager  
**Supervises:** This position assists with the supervision of a Full-Time Administrative Assistant and where applicable, contracted staff  
**Coordinates with:** Sport, Culture and Recreation Districts, Provincial Recreation Associations, villages, towns, cities, First Nation and Métis organizations, SaskCulture, Sask Sport, the Ministry of Parks, Culture and Sport (PCS) and SPRA Consultants and field staff  
**Advocates to:** Municipalities, Districts, provincial governmental ministries, provincial organizations and members

#### **Key Areas of Responsibility**

##### ***Program and Service Development and Delivery:***

The Field Consultant serves as an ambassador of SPRA and strives to be the hub of recreational services within a defined geographic area in Saskatchewan.

##### **Primary focus:**

- Advisory services to recreation practitioners and volunteers
- Support the implementation of SPRA programs and services
- Linkages to partners and related sectors
- Support to communities (i.e. Recreation Board Development, information for municipal councils)
- Provide a conduit between communities and SPRA senior management

**Advocacy:**

Serves as a key advocate for SPRA, for the parks and recreation sector and for the benefits provided.

Efforts are focused on:

- Coordination and implementation of strategies used to engage stakeholders and enhance the profile of the sector.
- Representation of interests held by SPRA in partnerships between organizations, members and stakeholders.
- Maintaining and promoting memberships within the Association.

**Member Input and Needs Assessment:**

Plans, shares and directs the gathering of information on issues, trends and member needs and concerns related to the ongoing development of the recreation and parks network.

This position:

- Disseminates information regarding SPRA programs and services.
- Collects and interprets issues and trends impacting the sector.
- Works with other Consultants and staff, as part of the overall team, in formulating the strategic directions of the Association and meeting the needs of members.

**Consultative Services:**

- Provides advice, information and facilitation services for the purpose of strengthening the parks and recreation network to develop and deliver programs and services that meet member needs and improve the quality of life in communities.
- Works with other Consultants and staff, as part of the overall team, to ensure the field services strategies are integrated into the overall programs and services of SPRA.
- Builds and fosters partnerships with provincial organizations, government, First Nation and Métis organizations and members.
- Works to build community capacity, to develop and deliver parks and recreation programs to and with Aboriginal people.
- Provides support to communities and applicable stakeholders and organizations (i.e. recreation board development, information for municipal councils, etc.).

**Human Resource Management:**

- Assists with the planning, directing and coordinating of the work of the Full-Time Administrative Assistant and contract staff, using organizational guidelines and policies to select, orient, schedule and assess performance.
- Recruits, trains, monitors and evaluates the performance of assigned staff.

**Accountability and Financial Management:**

- Identifies, prepares, monitors, reviews and reports on programs and revenues and expenditures within the annual budget for the portfolio.
- Prepares program, financial and management reports for management and committees.
- Assesses short and long term financial requirements and strategies and prepares, monitors and is accountable for the portfolio's annual budget.
- Prepares, administers and evaluates all contracts and agreements, as assigned to the portfolio, according to policies and procedures outlined by the organization.
- Provides outstanding member service.
- Performs other duties as assigned.

**Qualifications and Requirements:**

**Education and training:** A Diploma or Degree in Kinesiology or Recreation Administration, or a related field of study

**Experience required:** A minimum of five years of municipal leisure experience

**Job Specific Competencies:**

- Knowledge of the benefits, principles, practices, theories and trends in community capacity and leadership development.
- Knowledge of - and ability to apply - strategic planning, program planning and project management, to perform outcome based planning and evaluation, and to implement strategic directions to meet performance outcomes.
- Knowledge of non-profit organizations, governance and community engagement - including municipal and recreation board bylaws.
- Knowledge and ability to provide leadership training in the areas of volunteer recruitment, training and recognition.
- Strong understanding of the Saskatchewan Lotteries system and municipal, provincial and federal government systems, policy and programs.
- Ability to research, define and analyze issues and trends, and to plan, implement and evaluate the effectiveness of programs, projects and policies and procedures that address issues and trends, and to recommend change where required.
- Knowledge and understanding of recreation and park facility operations.
- Knowledge of business and financial principles and practices, accounting and budgeting.
- Knowledge of good customer service.
- Knowledge of relevant labour standards, procedures and contracts.
- Knowledge of group dynamics, adult learning styles and training techniques, and leadership development for staff and volunteers.
- Knowledge and application of Microsoft Office, including Word, PowerPoint, Excel, Publisher and databases.
- Ability to research, define and analyze issues and trends, to develop and implement education and training, and to develop evaluation programs and projects to address them.
- Ability to plan and deliver education and training programs to staff and volunteers, based on group dynamics and adult learning styles, and to develop and evaluate training materials, curriculum and methodology.
- Ability to advocate on behalf of the parks and recreation network to other sectors, government and the community.
- Ability to advise and consult with a spectrum of stakeholders regarding community and leadership development.
- Ability to apply facilitation, written and oral communication skills in meetings, making presentations, advocacy and public relations.
- Demonstrated ability to develop and maintain effective relationships and partnerships with staff, stakeholders, all levels of government, First Nation and Métis people and organizations, SPRA members and the parks and recreation “network” of volunteers and practitioners.
- Demonstrated ability in human resource management, including recruitment, training, supervision, performance management, interviewing, coaching and evaluation, and to assess performance against expectations and provide effective performance feedback both verbally and in writing.
- Ability to prepare timely, accurate financial management reports.
- Ability to perform public participation, community engagement and development.
- Ability to proofread and to check written work for grammar.



### **Core Competencies:**

- Ability to think strategically and creatively and to conceptualize, rationalize and draw conclusions.
- Ability to work within a team environment, with evidence of the ability to work with others to achieve expected results and develop and maintain effective relationships.
- Highly organized with the ability to multi-task and prioritize, and to work under pressure with competing demands and timelines.
- Ability to identify and resolve problems and conflict, and to use sound judgment in making effective decisions.
- Ability to conduct effective meetings.
- Willingness to take on new challenges and be flexible and open to new and innovative ways to improve the organization.
- Treats others with respect and consideration regardless of status, position or circumstances.
- Shares information and is tactful, diplomatic and direct.
- Listens to understand.
- Communicates and promotes the organization and its work in a positive manner.
- Keeps confidentiality.
- Organizes work and personal life in a balanced manner.
- Takes responsibility for own actions and keeps commitments.
- Creates an atmosphere of mutual trust.

### **Other:**

- Willingness and ability to travel throughout the province and nationally.
- Willingness to work extended hours, including evenings and weekends.
- Must have own vehicle and be willing to use it for travel. Vehicle/travel expenses will be reimbursed as per SPRA policy.