



Term Position – Summer Program Development Assistant

Contract Title: Summer Program Development Assistant - Parks and Open Spaces
Location: Regina, Saskatchewan
Length of Employment: 16 weeks, May 3 - August 20 or May 10 - August 27, 2021
(Start date may be negotiated)
Wage: \$16.00 per hour, 37.5 hours per week
Direct Supervisor: Andrew Exelby, Consultant - Parks and Open Spaces
Application Deadline: March 19, 2021
Eligibility: Youth between the ages of 18 and 30
Location: Regina or remote options available

Please send your Cover Letter and Resume to the following address:

Attention: Karen House, Consultant - Leadership, Evaluation and Human Resources
Saskatchewan Parks and Recreation Association
#100 - 1445 Park Street
Regina SK S4N 4C5
Email: hr@spra.sk.ca
Fax: (306) 780-9257

Objective:

To provide an opportunity for youth, to gain and strengthen skills that will assist them in achieving their future career aspirations. These skills include project management, client services, communications, budget management, research and writing skills.

This opportunity will also provide the youth to contribute to enhancing the understanding of value placed on parks, open spaces, recreation and the environment in Saskatchewan.

Project Description:

The successful candidate will provide assistance in the administration of the Saskatchewan Parks and Recreation Association (SPRA) initiatives for Parks and Open Spaces. These include, but are not limited to, the following:

- **Communities in Bloom (CiB) (40%)**

Duties – Support the provincial administration of the Communities in Bloom program. Specific tasks will include providing assistance to registered municipalities and judges, coordinating and processing the evaluation of communities, coordinating a community awards program, assisting in the development of a communication plan - including sponsorship, marketing and ongoing communication with communities, committees and judges - and other tasks as assigned.

Program Description – Communities in Bloom is a national and provincial program that encourages civic pride, environmental responsibility and sustainable development of communities through information exchange and evaluation. Efforts are rewarded for the collaboration between municipal, private and volunteer sectors in projects addressing environmental awareness, volunteer development, heritage preservation and the establishment of park/green spaces.



- **June is Recreation & Parks Month (JRPM) (40%)**

Duties – Assist with the delivery of the provincial strategy. Specific tasks will include encouraging participation on provincial/regional levels, assisting in the coordination of program offerings and communications, and recognizing supporting partners.

Program Description – *June is Recreation & Parks Month* is a national initiative encouraging Canada's residents to value parks and leisure services. Provincially, Saskatchewan observes the month to support the benefits recreation and parks provide by "Live(ing) it every day!" This is the theme behind the initiative, promoting green spaces and recreation in communities, recreation agencies and groups. Provincial agencies, communities, practitioners and volunteers are all key components in delivering this strategy.

- **Program Support Services (20%)**

Duties – Assistance will be provided in the delivery of projects managed by the Consultant - Parks and Open Spaces. This will include assisting committees, organizations and members of the Association in a liaison capacity. Major projects may include creation of Parks related blogs and social media content and updating the Parks component on the SPRA website.

Program Description – The programs and initiatives managed by the Consultant - Parks and Open Spaces relate to providing training and networking opportunities for park practitioners. The Consultant's activities are also related to promoting the value of parks and green spaces. Work is done with, but not limited to, provincial, urban, rural and municipal park authorities, the Saskatchewan Regional Parks Association, the Saskatchewan Trails Association, the national Communities in Bloom Foundation, the SPRA Parks and Open Spaces Advisory Committee, etc.

Who is Our Ideal Candidate?

An individual who has:

- Post-secondary education or experience in the fields of recreation, tourism, horticulture, environmental sciences, biology or equivalent.
- Working knowledge of the recreation/parks delivery system.
- Experience in program development and/or administration.
- Strong communication skills, excellent organizational skills, ability to multitask, computer literacy and a demonstrated ability to coordinate and evaluate projects.
- The ability to work independently in either an office or remote setting and as part of a team, and contributes to an atmosphere of mutual trust and respect.

Benefits to Youth Employee

The successful candidate will have the opportunity to liaise with municipal staff, volunteers and associations within the recreation and parks field. All initiatives and programs undertaken have provincial or national significance. Opportunities will also exist for the candidate to strengthen their project design/delivery, communication, research and writing skills.

This position provides the opportunity to make meaningful contributions to the development and management of parks, open spaces and the environment in Saskatchewan by assisting in the marketing, coordination and administration of flagship programs, and liaising with other contacts within the parks, open spaces, environment and outdoor recreation field.