

Saskatchewan Parks and Recreation Association

Consultant – Facilities and Training

Job Description

Job Title: *Consultant – Facilities and Training*

Type of Position: Full-time Permanent

Position Summary and General Accountability:

This position develops and implements the strategic direction for the Consultant – Facilities and Training portfolio and is responsible for the development and implementation of programs and initiatives that recognize the value of and create safe and efficiently operated recreation facilities within Saskatchewan. The position provides advocacy, advice, training and resources for the purpose of ensuring the sustainable development and management of recreation facilities. The position builds and fosters partnerships with provincial and national recreation facility organizations, government and members, which includes advocating, developing inventories and reporting on the status of Saskatchewan's recreation facilities. Consultative services are coordinated to assist in building community capacity to develop and operate multifunctional recreation facilities that are supportive of energy efficiency and the recreation program needs of communities. This position is accountable for developing and meeting outcomes related to recreation facility and training initiatives provided by SPRA. Coordinating SPRA's Regina office building, vehicle maintenance program and commercial membership are also responsibilities of the position.

This position develops and supports SPRA training initiatives and is responsible for the development, implementation and administration of training for staff and membership on an ongoing basis, and through special initiatives. The position builds and fosters partnerships with provincial and national parks and recreation organizations, government and training and education institutes. It provides advice, training and resources for the development, strengthening and support of the parks and recreation network.

Reporting Relationships:

Reports to: SPRA Program Manager

Functional Relationships with: SPRA staff, including the Consultant - Parks and Open Spaces, Field Services Division, Communications, Information and Research Division, Consultant – Leadership and Evaluation and external contractors

Coordinates with: Municipalities, SPRA membership and staff, SPRA Facilities Advisory Committee, Conference Host and Planning Committees, Commercial members, Sport, Culture and Recreation Districts, Education Systems, Health Agencies, Provincial Government Ministries, Provincial and National Facility Agencies

Advocates to: National, provincial, regional and municipal organizations, practitioners and members.



Key Areas of Responsibility:

Program and Service Development and Delivery:

Leads the planning, design, delivery and evaluation of SPRA's Facilities and Training portfolio and programs.

- Plans, organizes, implements and directs the programs and activities of the Facilities and Training portfolio to achieve results consistent with the Vision, Vision, Values and Strategic Directions of the organization.
- Formulates program and service delivery procedures, evaluation frameworks, criteria and performance indicators; monitors effectiveness and efficiency and recommends improvements to the programs within the portfolio.
- Formulates policy, procedures and practices for province-wide recreation facility development, training programs and member skill development programs.
- Develops, plans and implements training strategies, events and resources for facility operators, the general membership and SPRA staff.
- Plans, implements and evaluates the SPRA Annual Conference and annual Spring Education and Training Symposium.
- Plans and implements instructor led training and develops training materials for facility, arena and pool operators through a SPRA Facility Management Program.
- Plans and implements instructor led training and develops training materials for education and training for volunteers and staff.
- Coordinates staff in-services, workshops and seminars.
- Coordinates SPRA's Regina office building and vehicle maintenance program.
- Supports and liaises with SPRA's Corporate membership category, including the development of relationships that result in services and resources being made available to recreation practitioners.

Public Relations

Focuses on public policy to ensure the safe and efficient development and operation of recreation facilities.

- Represents SPRA and its membership in the area of recreation facilities at the national and provincial levels, including the development and implementation of standards within the industry and in partnerships with provincial and national recreation facilities associations, Commercial members and other community stakeholders.
- Represents SPRA in the area of training at the municipal, national and provincial levels and in partnerships with the three (3) Global organizations, provincial associations, post secondary education institutes, members, school boards and other stakeholders.
- Communicates with the membership and provincial and national bodies to ensure the development of multifunctional recreation facilities that are sustainable, safe and energy efficient.
- Collaborates to increase access to training and knowledge transfer to assist the development of recreation practitioners and the delivery system.



Member Input and Needs Assessment:

Plans and directs the gathering of issues, trends and member needs and concerns related to recreation facilities and training.

- Researches and interprets issues and trends to identify programs, funding requirements and opportunities.
- Facilitates input from the SPRA Facilities Advisory Committee and the membership on the programs and services available through the Facilities and Training portfolio.
- Facilitates input from the Management team, staff and the membership on the programs and services that will meet the education and training needs of the customer base.

Consultative Services:

Provides advice and information to the membership for the purpose of strengthening the ability of the parks and recreation network to provide quality recreation facilities.

- Works with other Consultants and staff, as part of the overall team, to ensure the Facilities and Training portfolio is integrated into the overall program and services of SPRA.
- Develops and promotes Commercial memberships.
- Prepares agendas and chairs meetings.
- Administers the work of the SPRA Facilities Advisory Committee.
- Coordinates program and community development support to District Authorities and municipalities.
- Works with communities and facility operators.

Human Resource Management:

Plans, directs and coordinates the work of the contract technical staff and service providers using organizational guidelines and policies to select, orientate, schedule and assess performance.

- Recruits, trains, monitors and evaluates the performance of contract staff and service providers.

Accountability and Financial Management:

Prepares management reports and identifies, monitors, reviews and reports the revenues and expenditures of the annual budget for the portfolio.

- Coordinates all education and training and special initiatives provided by SPRA, under the guidance of the Management team and the Strategic Plan - and with the assistance of the program and recreation Consultants.
- 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 assigned to the portfolio according to policy procedures outlined by the organization.
- Manages the recreation facility database, including Commercial members.
- Contributes to the strategic and operational action plans of the division.
- Manages the education and training database and SPRA registration processes.
- Provides outstanding member service.
- Performs other related duties, as assigned.



Qualifications and Requirements:

Education and training – A degree or diploma in Recreation Administration, Facilities Management or a related field of study.

Experience required – A minimum of four (4) to six (6) years of experience in the development and operation of recreation facilities, with two (2) years in a coordination role, and experience working with facility operators, volunteers, Boards and committees. Experience in coordination and assessment of education and training is a preferred asset.

Job Specific Competencies:

- Knowledge of the benefits, principles, practices, theories and trends in recreation facility development and operations.
- Knowledge of energy efficiency issues and new technologies related to recreation facilities.
- Strong understanding of the Saskatchewan Lotteries system and municipal, provincial and federal government recreation facilities programs and policies.
- Knowledge of, and ability to apply, strategic planning, program planning and project management, and the ability to perform outcome based planning and evaluation and implement strategic directions to meet performance outcomes.
- Knowledge of business and financial principles and practices, accounting and budgeting.
- Knowledge of non-profit organizations, governance and processes in community development and engagement.
- Ability to research, define and analyze issues and trends, and to plan, implement and evaluate the effectiveness of programs, trainings, projects, policies and procedures that address them, and to recommend change where required.
- 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
- Knowledge of research techniques and methodologies.
- Knowledge of relevant labour standards and procedures and contracts.
- Ability to manage projects, including the acquisition of funding, resources and partnerships in support of the position.
- Knowledge and application of Microsoft Office, including Word, PowerPoint, Excel, Desktop Publishing and databases.
- Ability to advocate regarding recreation facilities on behalf of the parks and recreation network to other sectors, governments and the community.
- Ability to advise and consult with a spectrum of stakeholders regarding recreation facilities and training of practitioners and volunteers.
- 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 Nations and Métis, SPRA members and the parks and recreation 'network' of volunteers and practitioners.



- Demonstrated ability in human resource management, including recruitment, orientation, monitoring assessment of performance against expectations and providing 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 write, create reports, proofread and check written work for grammar.

Core Competencies:

- Ability to think strategically and creatively, 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 to 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.
- Knowledge of good customer service.
- 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.

Approved by:

Norm Campbell, Chief Executive Officer

Date: November 27, 2017