Student Employment Contract – Summer Program Development Assistant

Contract Title: Summer Program Development Assistant - Parks and Open Spaces
Location: Regina, Saskatchewan
Length of Employment: 16 weeks, April 29 - August 16 or May 6 - August 23, 2019
(Start date may be negotiated)
Wage: $16.00 per hour, 37.5 hours per week
Direct Supervisor: Andrew Exelby, Consultant - Parks and Open Spaces
Travel Required: Yes
Application Deadline: March 1, 2019

Send your Cover Letter and Resume to:
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 a student to gain and strengthen skills that will assist them in achieving their future career aspirations. These include project management, client services, communications, budget management, research and writing skills.

To also provide an opportunity for a student 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 (40%)**
  Duties – Support the provincial administration of the Communities in Bloom (CiB) program. Specific tasks will include providing assistance to registered municipalities and judges, coordinating and processing the evaluation of communities, 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 competition. Efforts are rewarded for 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 the declaration events and funding programs, recognizing supporting partners and managing the sale of JRPM merchandise.
  
  **Program Description** – *June is Recreation & Parks Month* is a national initiative encouraging Canada’s residents to value leisure services. Provincially, Saskatchewan observes the month to promote the benefits recreation and parks provide by “Live(ing) it every day!” This is the theme behind the initiative, promoting celebration events held in communities by 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 of 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 organization, the Parks and Open Spaces Advisory Committee, etc.

**Post-secondary education or experience in the fields of:**
Recreation, Tourism, Horticulture, Environmental Sciences, Biology or equivalent with working knowledge of the recreation/parks delivery system. Experience in program development and/or administration is an asset.

**Skill-set required for the position:**
Strong communication skills, excellent organizational skills, ability to multitask, computer literacy and a demonstrated ability to coordinate and evaluate projects.

**Benefits of the contract for the student:**
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, while familiarizing themselves with resources existing in the key areas of the field.

This contract 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.