

Saskatchewan Parks and Recreation Association (SPRA) Field Consultant Job Description

Type of Position: Full-time Permanent

Employment Site: Office location is negotiable, preference within West Central Saskatchewan.

Position Summary

The Field Consultant is a part of a Team of recreation leaders who build and foster relationships with local parks and recreation practitioners, volunteers, grassroots organizations, governments, and stakeholders to support and enhance the industry and improve the quality of life in communities. As a champion for the parks and recreation industry, Field Consultants have a strong ability to assess local needs and connect relevant services and programs that enhance the development and sustainability of communities.

Reporting Relationships:

Reports to: Field Services Manager

Engages with: Communities, First Nations, Recreation industry and external stakeholders that impact the industry, Indigenous organizations, Sport, Culture and Recreation Districts, Provincial Recreation Associations (PRAs), the Ministry of Parks, Culture and Sport (PCS) and SPRA Staff and Leadership Team.

Core Competencies and Job Specific Responsibilities

Communication - Sending and receiving information

Job specific responsibilities:

- Gathers and shares information and insight on community feedback, needs and opportunities.
- Shares information about SPRA strategies, programs and services.
- Makes clear requests and be willing to negotiate.*
- Participates in collaborative dialogue (listening to understand, reaching collaborative results with staff, members, and stakeholders).*
- Supports SPRA and its purpose, people, programs and services, at all times and through all mediums, in a positive manner.*

Leadership - Inspiring action towards achieving a common outcome

Job specific responsibilities:

- Provides consulting services and support to recreation practitioners and volunteers.
- Builds and fosters partnerships with provincial organizations, all levels of government, Indigenous organizations, stakeholders and related sectors.
- Models SPRA policies and procedures.*
- Develops and maintains effective relationships with staff, members and stakeholders.*

Innovation - Introducing and applying solutions to meet requirements or unfilled needs

Job specific responsibilities:

- Possesses knowledge of benefits, principles, practices, theories and trends that impact diverse populations and are relative to leadership development, recreation participation and program development. Collect and interpret issues and trends impacting the industry.
- Coordinates and implements strategies to engage stakeholders and enhance the profile of the industry.
- Contributes to solving problems, address issues and improve efficiencies within SPRA.*



Integrity - Following of moral and ethical principles, and doing the same as what you say

Job specific responsibilities:

- Represents interests held by SPRA in partnerships between communities, organizations and stakeholders.
- Provides outstanding customer service.
- Develops and manages annual portfolio budget.
- Prepares, administers and evaluates all contracts and agreements, as assigned.
- Plans and prioritizes tasks.*
- Contributes to an atmosphere of mutual trust and respect.*

Engagement - Display passion and commitment to the purpose and activities of SPRA

Job specific responsibilities:

- Collaborates with stakeholders where synergies and shared outcomes benefit communities and organizations.
- Contributes collaboratively to Team projects, initiatives and service areas.*
- Actively participates and is involved in Team meetings, brainstorming, discussions and planning.*
- Provides feedback on SPRA activities.*
- Actively participates in staff events.*
- Actively lives the core values of SPRA (Caring, Team and Play).*
- Prioritizes work to ensure the needs of SPRA are met.*
- Maintains a positive work life balance.*

* Applicable for all SPRA employees.

Qualifications and Requirements:

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

Experience required: A minimum of six years of municipal recreation and/or community development experience. Knowledge and experience working with representative agencies, volunteers, diverse populations, boards and committees in the parks and recreation industry is a preferred asset. Strong written and verbal communication abilities, with exemplary organizational and time management skills.

Others: Personal values align with the benefits of recreation. Willingness and ability to travel throughout the province and nationally. Willingness to work extended hours, including evenings and weekends. A valid driver's license. Access to a vehicle and willing to use it for travel. Vehicle/travel expenses will be reimbursed as per SPRA policy.

Approved by:

Todd Shafer, Chief Executive Officer

Date: March 2, 2023