



Saskatchewan Parks and Recreation Association (SPRA)

Term Position – Virtual Program and Event Assistant

Job Description

Contract Title:	Virtual Program and Event Assistant
Location:	Regina or remote options available
Length of Employment:	14 weeks, September 9 – December 17, 2021 (Start date may be negotiated)
Wage:	\$16.00 per hour, 37.5 hours per week
Direct Supervisor:	Kelsey Michaluk, Consultant – Youth Engagement
Application Deadline:	August 15, 2021
Eligibility:	Youth between ages 18 and 30

Position Summary and General Accountability:

SPRA is a dynamic non-profit organization. We are the leader for a parks and recreation network that builds healthy active communities in Saskatchewan. Leadership and support are provided to enhance the quality of the parks and recreation network.

The Virtual Program and Event Assistant will support the SPRA in building virtual connections with the provincial recreation and parks delivery system and will focus on areas of training, program and event coordination and communications. This position is funded through a partnership with the Canadian Parks and Recreation Association under the Government of Canada's Youth Employment and Skills Strategy initiative.

Reporting Relationships:

Reports to:	Consultant – Youth Engagement
Coordinates with:	Consultant – Youth Engagement, Consultant – Grants and Conference, SPRA's Adult Learning Team

Key Areas of Responsibility:

- **Support for the Youth Engagement Portfolio**
 - Support the administration and coordination of virtual HIGH FIVE® and Play Leadership courses (may include coordinating registrations, tracking participation or conducting evaluations).
 - Work with SPRA members and partner organizations to plan and host successful virtual trainings.
 - Contribute to the development of the Youth Perspective E-newsletter.
 - Assist with online grant adjudication processes for Take the Lead!
 - Other deliverables as assigned by the Youth Engagement Consultant.
- **Support for SPRA's Virtual Offerings**
 - Contribute to the process of SPRA Conference planning, including providing support to the delivery of virtual sessions.
 - Assist with delegate registration, overall SPRA Conference administration and evaluation processes.
 - Contribute to the process of program planning, design, delivery, and evaluation of other SPRA virtual events, trainings and initiatives.
 - Engage with members, stakeholders and provincial organizations throughout Saskatchewan.
 - Support efforts of SPRA's Adult Learning Team in transferring course content into PowerPoint or into other formats for virtual delivery.
 - Develop tools for SPRA facilitators who may be delivering virtually.
 - Research best practices for virtual engagement.

**Qualifications and Requirements:**

- **Education and Training**
 - Having obtained, or be working towards, a degree or diploma in Kinesiology or Recreation Administration, Child or Adult Education, Communications and Public Relations, or Event Planning and Coordination *would be an asset, but is not required*. Applicants should possess or show a desire to learn skills and abilities relating to virtual engagement practices.
- **Experience Required**
 - A minimum of four months of experience. A strong understanding of the purpose, intent and activities within the following areas would be an asset: program administration and coordination of virtual events. Experience working within an office setting and administrative procedures is valued.

Competencies:

The Virtual Program and Event Assistant will have the ability to demonstrate, and further develop their skills and experience in the following:

- **Job Specific Competencies**
 - Knowledge of the benefits, principles and practices in parks and recreation.
 - Knowledge or experience in delivery of Youth Engagement programs.
 - Knowledge and ability to apply program planning, project management and the ability to implement strategic directions to meet performance outcomes.
 - Knowledge of non-profit organizations, governance, and processes in community development and engagement.
 - Ability to research, define and analyze issues and trends; ability to plan, implement, and evaluate the effectiveness of programs, projects, policies and procedures that address them; and ability to recommend change where required.
 - Strong customer service skills to advise and consult with a spectrum of stakeholders.
 - Demonstrated ability to develop and maintain effective relationships and partnerships with staff, stakeholders, all levels of government, Indigenous and underrepresented populations, and SPRA members and the parks and recreation 'network' of volunteers and practitioners.
 - Knowledge and/or interests in group dynamics, adult learning styles and training techniques and leadership development for staff and volunteers through virtual and online platforms.
 - Ability to plan and deliver education and training programs to staff and volunteers based on group dynamics and adult learning styles; and ability to develop and evaluate training materials, curriculum, and methodology.
 - Ability to conduct effective meetings.
 - Demonstration of introductory knowledge and application of Microsoft Office including Word, PowerPoint, Excel, Outlook, Teams and online meeting platforms such as GoToWebinar and GoToMeeting.
 - Ability to prepare and provide expertise in the creation and care of documents, agendas, minutes, reports, records etc.
 - Understanding of the English language with comprehensive spelling, grammar, punctuation and writing skills.
- **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, prioritize and work under pressure with competing demands and timelines.
 - Ability to identify and resolve problems and conflict, and to use sound judgement in making effective decisions.



- 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.
- Develops cooperative relationships with the people he/she works with.
- Demonstrates concern for individual differences and employee morale.
- Receives feedback well.
- Takes responsibility for own actions and keeps commitments.
- Creates an atmosphere of mutual trust.
- Willingness to work extended hours, including evenings and weekends.

Approved by:

Todd Shafer,
Chief Executive Officer

Date: July 14, 2021