



Saskatchewan  
Parks and Recreation  
Association

2025

# Regional Recreation Practitioner Program

## Criteria & Application

*Application deadline: April 30, 2025*

FUNDED BY



**SASK LOTTERIES**



## Table of Contents

Regional Recreation Practitioner (RRP) Program Criteria .....	ii
Introduction.....	ii
Purpose .....	ii
Criteria .....	ii
Funding Available .....	iv
Application Process and Deadlines .....	iv
Follow-up Requirements .....	iv
Additional Information .....	iv
Regional Recreation Practitioner (RRP) Program Application .....	v

## Regional Recreation Practitioner (RRP) Program Criteria

### Introduction

Collaboration is considered necessary by many organizations to achieve organizational goals. The ability to work together with other like-minded organizations has led to many successes in our province and within the recreation industry.

Additionally, Saskatchewan Parks and Recreation Association (SPRA) understands the benefits of employing skilled Recreation Practitioners as a means of impacting the quality of life in all Saskatchewan communities. Specifically, the abilities of a skilled Recreation Practitioner can assist with planning and effective operation of community recreation services, facilities, parks, and events.

As a result, SPRA has developed a program to support regional collaboration and the sustainable delivery of recreation services. The Regional Recreation Practitioner (RRP) program will provide financial assistance to hire a Recreation Practitioner to:

- Develop and enhance the recreation delivery system within a designated geographic area
- Enhance how recreation services are managed
- Improve recreation operations
- Support Site Leadership such as Municipal Councils, Band Councils, Recreation Boards, Board of Directors, etc.

### Purpose

The RRP program will provide support to a service area to employ a full-time Recreation Practitioner position who will be responsible for managing recreation services within a designated geographical area. A service area is considered a partnership of a minimum of two organizations. All partners must be either an Urban Municipality, Rural Municipality, First Nation or a Regional Park Authority. SPRA will provide financial support over a two-year period to subsidize the Recreation Practitioner position and provide ongoing support for the practitioner and the site.

### Criteria

#### **1. Partnership**

A minimum of two partners are required to be eligible for selection in this program. All partners need to be either an Urban Municipality, Rural Municipality, First Nation or a Regional Park Authority.

Each partner will be required to provide a letter of support as part of the application and a written verification of a minimum financial contribution of \$5,000 per year to the program.

It should be noted that each partner does not need to contribute equally to the position or receive equal benefits. However, a partnership that has those aspects clearly outlined and has a communication plan to continually discuss the position, highlight the successes, identify the challenges, and create solutions to address the challenges will be given more consideration.

## **2. Eligibility of the Position**

Service Areas looking to hire a Recreation Practitioner for the first time and those looking to add to an already existing staff structure would be eligible to apply.

## **3. Sustainability of the Position**

The program aims to gather lessons in sustainability from the different service areas and track the success of the service area's sustainability plan. Part of the application process will include an explanation of how the service area plans to approach the long-term sustainability of the position, upon completion of SPRA two-year funding term.

## **4. Site's Responsibilities**

- Hire a full-time Recreation Practitioner. As per the Saskatchewan Employment Act, a Full-Time Employee is any employee who works 30 hours or more per week. It is recommended that the Recreation Practitioner is a person who has graduated from a post-secondary educational institution with a degree or diploma in a recreation-related field.
- Approve a Job Description  
Applicants must provide a job description as part of the application. The Recreation Practitioner's job description must align with and address the goals that are contained within the Framework for Recreation in Canada 2015; Pathways to Wellbeing. That document can be found [here](#).

A job description needs to be realistic for a position that works between 30 and 40 hours per week. With two partners within this service area, all involved, this reality will have to be addressed.

SPRA Field Consultants can assist communities and/or Service Areas create a job description prior to submitting the application. Please reach out to SPRA if you require assistance.

- Determine and identify one partner that will be the lead financial/fiscal agent. Financial responsibilities for this partnership include, but are not limited to, completing payroll, and providing benefits (employment insurance, Workers Compensation, health, life and dental insurance, paid vacation, vehicle allowance, cell phone allowance).
- Provide adequate and appropriate office space and office equipment, including but not limited to, a computer, internet access and a phone.

- Provide the Recreation Practitioner with access to professional development and networking opportunities within the parks and recreation industry.
- Determine and identify the one individual from one partner that will be the direct supervisor to the Recreation Practitioner.
- Keep records of the activities and outcomes resulting from the Recreation Practitioner's activities and provide those records to SPRA as per the follow-up requirements.

### Funding Available

SPRA will provide \$25,000 in year one of the project and \$25,000 in year two of the project to offset the salary of the Recreation Practitioner position.

### Application Process and Deadlines

Application deadline is April 30, 2025. Successful applicants will be notified by May 30, 2025, with the intent of having the Recreation Practitioner in place as close to July 1, 2025 as possible.

### Follow-up Requirements

The successful applicant will be required to submit payroll records every six months and a report documenting an overview of the Recreation Practitioners' activities, an indication as to whether the service area's goals are or are not being met, along with identifying any trends or challenges related to the program and/or the position. Successful applicants will be given templates to work from.

### Additional Information

For more information or to discuss this program, please contact Clint McConnell, SPRA Field Consultant by email [cmcconnell@spra.sk.ca](mailto:cmcconnell@spra.sk.ca) or phone at 306-554-8684.

## Regional Recreation Practitioner (RRP) Program Application

Prior to completing the application, applicants are encouraged to review the program criteria. If you have questions or would like to discuss the application prior to submitting it, please contact Clint McConnell, SPRA Field Consultant at 306-554-8686 or by email at [cmcconnell@spra.sk.ca](mailto:cmcconnell@spra.sk.ca).

### A. **Contact Information**

#### Lead Contact

Name: \_\_\_\_\_

Partner Represented: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Partner #1

Name of Organization: \_\_\_\_\_

Point Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Partner #2

Name of Organization: \_\_\_\_\_

Point Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### B. **Partnership**

#### **Designated Geographical Area**

Describe the geographical area that this partnership will serve for the purpose of this application. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### **History**

Do the partners have a history of working together? If so, please explain. \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Communication Plan**

Do the partners have a communication plan that will address how the partners will discuss the successes and challenges of employing a recreation practitioner? If so, please explain.

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**Letter of Support**

Have you attached a letter showing the support from each partner and their minimum commitment of \$5,000 per year? Y  N

**C. Benefits of Hiring a Recreation Practitioner**

Why does the service area want to employ a recreation practitioner? What benefit is each partner expecting to receive or what are the goals each partner wants to achieve because of hiring a recreation practitioner?\_\_\_\_\_

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**D. Job Preparedness**

Has the job description been included as part of the application package Y  N

**Supervision**

How will this position be supervised? Who is responsible for the supervision? Where does the recreation practitioner fit within the organizational structure? Explain the frequency and communication methods the supervisor will use to support the Recreation Practitioner.

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**E. Office Space/Office Equipment/Administration**

Is there office space/equipment available for this position? Y  N

If yes, where is the space and what type of equipment is available?\_\_\_\_\_

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**Administration**

Has the service area determined who will perform and maintain payroll and records? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**F. Professional Development**

How will the service area commit to professional development for this position? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**G. Sustainability**

Do the partners have a plan for the sustainability of this position after the two-year funding from SPRA has ended? If so, what is the plan?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**H. Budget**

Prepare and attached a budget that includes compensation for the Recreation Practitioner position, office costs, and professional development costs. Be sure to include the sources, including SPRA, that will be providing funds for the position.

**I. Follow-up Requirements**

The successful applicant will be required to submit payroll records every six months and a report documenting an overview of the Recreation Practitioners' activities, an indication as to whether the service area's goals are or are not met along with identifying and trends or challenges related to the program and/or the position. Successful applicants will be given templates to work from.



## Contact Us

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### Office Hours:

Monday to Friday, 8:30 a.m. to 4:30 p.m.

#100-1445 Park Street, Regina, SK S4N 4C5

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