



## **Saskatchewan Parks and Recreation Association (SPRA) Youth Leadership and Parks Assistant - Job Description**

**Type of Position:** Full-time, summer term

**Term Length:** 16 weeks, negotiable between April 20 and August 28, 2026

**Employment Site:** SPRA Regina Office (telework options within Saskatchewan negotiable)

### **Position Objective:**

Using a mentorship approach, develop and strengthen the skills of a young professional as they pursue their future career aspirations. These skills include project management, client services, communications, budget management, research, and writing. Throughout the term, there is an opportunity to engage in networking, professional development, and be exposed and immersed in Saskatchewan's recreation and parks industry.

### **Reporting Relationships:**

*Reports to:* Youth Leadership Consultant and Parks and Open Spaces Consultant

### **Project Specific Responsibilities**

#### **Youth Leadership Services:**

*A portion of this role will be focused on administering youth-focused services, including [Take the Lead!](#) and [Play Leadership](#), with mentorship and support provided by the Youth Leadership Consultant.*

- Contribute to the development of the Youth Perspective E-newsletter, including story development.
- Work with parks and recreation providers to plan and host successful Play Leadership and Take the Lead! training sessions.
- Support the administration and coordination of in-person Take the Lead! Youth Leader and Leadership Coach courses (may include assembling Equipment Kits, coordinating registrations, tracking participation, conducting evaluations, or issuing certificates).
- Provide quality customer service to Play Leadership and Take the Lead! trainers and participants.
- Research and suggest future service offerings, based on best practices related to youth leadership.
- Attend and represent SPRA at industry events.

#### **Parks and Open Space Services:**

*A portion of this role will be focused on administering parks and open spaces-focused services, including [Communities in Bloom](#), with mentorship and support provided by the Parks and Open Spaces Consultant.*

- Create and implement supporting materials, including but not limited to Communities in Bloom marketing, communications, and participant support.
- Coordinate the Communities in Bloom judging schedule.
- Develop industry specific blog posts related to parks, Communities in Bloom, and recreation.
- Assist parks and recreation providers within communities and related organizations, as assigned.
- Research and suggest future service offerings based on best practices related to parks and open spaces.
- Assist with the development of the 2026/2027 the [Parks for All Action Grant](#).
- Provide quality customer service to Communities in Bloom participants and judges.
- Support and engage with communities, volunteers, and organizations, as assigned.

### **Core Competencies**

*Applicable to all SPRA employees.*

#### **Communication – Sending and receiving information**

- Makes clear requests and is willing to negotiate.
- Participates in collaborative dialogue (listening to understand, reaching collaborative results with staff and parks and recreation providers).
- 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**

- Contributes as a valuable team player.
- Models SPRA policies and procedures.
- Develops and maintains effective relationships with staff as well as parks and recreation providers.



***Innovation – Introducing and applying solutions to meet requirements or unfilled needs***

- Contributes to solving problems, addressing issues and improving efficiencies within SPRA.

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

- Provides exceptional customer service.
- 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***

- 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 (Participation, Respect, Accessibility, and Equity).
- Prioritizes work to ensure the needs of SPRA are met.
- Maintains a positive life-work balance.

***Qualifications and Requirements:***

*Education and Training:* Post-secondary education or experience in any of the following fields: recreation, community development, tourism, kinesiology, health studies, environmental sciences, landscape management, urban/regional planning, sociology, geography, biology, education, business, or equivalent.

*Required:* Youth between the ages of 18 and 30.  
Personal values align with the benefits of parks and recreation.  
Experience or interest in community development, program development, marketing, and/or administration.  
Strong communication, organization, and computer literacy skills.  
Intercultural awareness and an openness to working with a variety of people.

*Desired:* Knowledge of the recreation and parks industry.  
Career aspirations in recreation, parks, community development, leisure service management, population health, environment, or other related fields.  
Possess a valid driver's license. Access to a vehicle and willing to use for travel, if necessary.

*Work Environment:* Regina SPRA Office (3<sup>rd</sup> Floor – 1250 Dewdney Avenue, Regina) or telework options are available.  
Travel and extended work hours (evenings and weekends) may be required on occasion. Travel expenses reimbursed as per SPRA policy.  
Comfortable collaborating with staff in hybrid (virtual) work environment.  
Able to attend in-person meetings (as required).

***Approved by:***

Todd Shafer, Chief Executive Officer  
Date: January 29, 2026