



Saskatchewan Parks and Recreation Association (SPRA) Grants Administrator Job Description

Classification: Assistant Consultant, full-time, two-year term.

Employment Site: Regina SPRA Office or telework options available. Telework location must be within Saskatchewan.

Position Summary and General Accountability

The Grants Administrator is responsible for providing strategic insight, coordination and support to SPRA's Funding Function. This role provides administrative and technical support, resources, and guidance to parks and recreation providers throughout a variety of granting cycles. Activities meet compliance with the Sask Lotteries Trust Fund regulations and SPRA's granting processes.

Reporting Relationships

Reports to: Grants and Funding Coordinator and Training and Funding Manager.

Coordinates: Recreation Section Review Committee, Member's Initiative Grant Adjudication Committee, and other associated SPRA Grant Adjudication Committees.

Core Competencies and Job Specific Responsibilities

Communication - Sending and receiving information

Job Specific Responsibilities:

- Supports the development of grant packages and promotional tools.
- Manages communications, including providing technical assistance with grant applicants.
- Fosters positive relationships with SPRA Members, Provincial Recreation Associations and other recipients of funding through SPRA and Sask Lotteries.
- Collects success stories, works to recognize achievements, and share with the Communications and Research Teams for promotional and evaluative purposes.
- 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, and services, at all times and through all mediums, in a positive manner.*

Leadership - Inspiring action towards achieving a common outcome

Job Specific Responsibilities:

- Supports the planning, organization, and implementation of funding procedures and strategies of SPRA's grant services to achieve results in alignment with SPRA's Strategic Direction and Sask Lotteries expectations.
- Supports the collection and review of reports from the Provincial Recreation Associations and the Sport, Culture and Recreation Districts, and contributes to the recommendation processes.
- Formulates and makes recommendations on administrative procedures, evaluation frameworks, adjudication criteria, and performance indicators; monitors effectiveness and efficiency; and recommends improvements to the funding strategies and services offered by SPRA.
- Supports and coordinates Grant Adjudication and Recreation Section Review Committee meetings.
- Supports special projects and partnerships with governments, the three Global organizations, and Sask Lotteries.
- Plans and delivers adjudication committee orientations to volunteers and staff.
- Works as part of the overall SPRA Team to ensure funding strategies are integrated into SPRA's overall service delivery.
- Showcase success stories and best practices in securing grants and funding.
- Models SPRA policies and procedures.*
- Develops and maintains effective relationships with staff and providers.*

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

Job Specific Responsibilities:

- Research trends and best practices within the grant and philanthropic industry to enhance funding requirements and processes.
- Continuously seeks feedback from parks and recreation providers to improve funding programs and address unmet needs within the parks and recreation sector.
- Recommends policy, procedures, and practices for SPRA grants and funding services.
- 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

Job Specific Responsibilities:

- Resolves conflicts regarding grant requirements and negotiates resolution of eligibility and compliance.
- Provides outstanding customer service.
- Prepares financial and grant administration reports.
- Ensures all grant and funding activities adhere to the regulations set by the Sask Lotteries Trust Fund.
- Upholds confidentiality and respects privacy in handling sensitive financial and organizational information.
- 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:

- Promotes Sask Lotteries and its connection to parks and recreation providers.
- 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.*

* Applicable for all SPRA employees.

Qualifications and Requirements

Education and training: A Degree or Diploma in Recreation Administration, Non-Profit Sector Leadership, Business Administration, Commerce, or a related field of study is a preferred asset. An equivalent combination of experience and training will also be considered.

Preferred Experience: A minimum of two years related experience, which could include working in the non-profit sector, parks and recreation programming, public administration, and/or grant administration, including experience with a foundation.
Knowledge of Saskatchewan's recreation and parks delivery system and the Sask Lotteries Trust Fund.
Experience working with volunteers, boards, and committees in the non-profit and parks and recreation industry.
Keen attention to detail and exceptional organizational, time management, proofing, problem solving, and written and verbal communication skills. Knowledge of finance with experience in non-profit organizations.
An above average proficiency using Microsoft Office – including Word, PowerPoint, Excel, Outlook, SharePoint and OneDrive. Experience with Foundant, or a similar granting software, would be considered an asset.

Others: A passion and belief in the benefits of recreation and parks.
Willingness and ability to travel throughout the province and nationally.
Willingness to work extended hours, including evenings and weekends.
A valid driver's license and the willingness and ability to travel throughout the province, as needed.
Ability to provide a Criminal Record Check and Drivers Abstract within the first ten weeks of employment.

Approved by:



Todd Shafer, Chief Executive Officer

Date: July 24, 2025