



Saskatchewan Parks and Recreation Association (SPRA) Active Living Assistant Consultant Job Description

Classification: Assistant Consultant, full-time, term.

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

Position Summary and General Accountability:

The **Active Living Assistant Consultant** is responsible for providing strategic insight, coordination, and support to SPRA's active living services and contributes to meeting the purpose of the Training Function. There is a balance of support between the development, delivery, and administration of SPRA's Fitness Leadership Certification, **Forever...in motion**, and other training services. Additionally, this position fosters positive relationships with local, provincial, and national physical activity and recreation networks and practitioners.

Reporting Relationships:

Reports to: Training and Funding Manager

Supervised by: Active Living Consultant

Job Specific Competencies:

- Leads administration of the Fitness Leadership Certification and supports Training Function administration services, including responding to inquiries, processing manual requests, creating and editing documents, coordinating schedules, data management, event registration, and processing invoices and payments.
- Engages with active living, parks and recreation providers, organizing communities, and staff to plan and deliver the scope and format of in-person and virtual training and events.
- Plans and delivers training services based on group dynamics and adult learning styles, and develops and evaluates training materials, curriculum and methodology.
- Advises and consults on active living and training services and advocates the benefits, principles, practices, theories, and trends of the physical activity and fitness industry. Provides clear and effective advice and information to strengthen SPRA's capacity to provide high-quality and relevant training services.
- Develops and disseminates internal and external marketing and communications for active living services and the Training Function, such as social media updates, articles, newsletters, and promotional materials, in alignment with the SPRA Brand Guidelines.
- Contributes to public policy and identifies links between the Training Function and provincial and national frameworks.
- Supports partnership development, coordination, promotion, granting, host site and facilitator management, and evaluation associated with **Forever...in motion** and other SPRA Training services.
- Gathers key issues, trends, and provider needs related to active living and training, using strategic thinking, creativity, and analysis to develop informed recommendations for decision-making and planning.
- Develops, tests, deploys, monitors, maintains, and supports online training systems including but not limited to Articulate 360, Rise 360, Reach 360, Dynamics 365, SPRA website, and other relevant technologies.
- Coordinates the work of contractors and supporting staff while using organizational guidelines and policies.
- Monitors participation and completion rates, develops reports on evaluation data, collects success stories, works to recognize achievements, and shares information with specific audiences as requested.
- Actively contributes to continuous improvement of administration and delivery of Training services, reducing barriers that compromise accessibility.

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: A degree or diploma in Physical Activity Studies, Kinesiology, Health Studies, Recreation Administration, Community Development, Education & Instructional Design, or a related field of study. An equivalent combination of experience and training will also be considered.

Required: A minimum of two years relevant/related experience.
A strong understanding of the purpose, intent, and activities associated with active living across various age demographics.
Program administration and event coordination skills.
Knowledge of group dynamics, adult learning styles, training techniques, and leadership development for staff and volunteers.
Above-average proficiency with technology, including but not limited to: Microsoft 365 Suite, GoTo Meeting, Eventbrite, Articulate 360 suite, and Constant Contact.
Keen attention to detail and exceptional organizational, time management, editing, problem solving, and written and verbal communications skills.
Personal values align with the benefits of active living, parks, and recreation.
Valid driver's license.
Ability to provide a Criminal Record Check and Drivers Abstract within the first ten weeks of Employment.

Desired Experience: Knowledge of Saskatchewan's recreation and parks delivery system and Sask Lotteries.
Experience with fitness leader certification processes.
Experience working with volunteers, boards, and committees in the non-profit and parks and recreation industry.

Work Environment: Office and administrative setting.
Comfortable collaborating with staff in hybrid (virtual) work environment.
Able to attend in person meetings (as required).
Travel and extended work hours (evenings and weekends) may be required on occasion.

Approved by:

Todd Shafer, Chief Executive Officer

Date: July 14, 2026