



Saskatchewan Parks and Recreation Association (SPRA) Consulting Administrator 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 **Consulting Administrator** provides coordination, communication, administrative, and operational support to SPRA's Consulting Team, whose purpose is to coach and mentor parks and recreation providers. This role is focused on supporting and enhancing the delivery of SPRA Consulting services and strengthens the resources and networks available to Saskatchewan's parks and recreation providers.

Reporting Relationships:

Reports to: Consulting Manager

Job Specific Competencies:

- Leads operational and administrative actions within the Consulting Team, including document development, quality assurance reviews, data and file management, event registration, and processing invoices and payments.
- Supports partnership development, advocacy efforts, coordination, promotion, registration, facilitation, and evaluation associated with events, meetings, and tradeshow led or attended by the Consulting Team.
- Moderates, engages with, responds to, and provides technical support to SPRA's online networks of parks and recreation providers.
- Develops and shares internal and external marketing and communications for Consulting Team services such as success storytelling, social media updates, blog posts, website content, and promotional materials, in alignment with the SPRA Brand Guidelines.
- Ensures consistent and accurate records by maintaining and updating databases, SharePoint files, contact lists, online networks, and photo libraries.
- Monitors reporting and research to gather key issues, trends, and best practices in recreation, parks, and community development. Uses strategic thinking, creativity, and analysis to develop informed recommendations for decision-making and planning.
- Contributes to the continuous improvement of the administration and delivery of Consulting Team services.
- Supports inquiries and requests for Consulting Team services.

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 Kinesiology, Health Studies, Recreation Administration, Community Development, Business Administration, 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.
Knowledge and experience working with representative agencies, volunteers, diverse populations, boards and committees in the parks and recreation industry is a preferred asset.
Program administration and event coordination skills.
Above-average proficiency with technology, including but not limited to: Microsoft 365 Suite, databases, and Eventbrite. Willingness to learn others as position evolves.
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 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.
Experience working with parks and recreation providers 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 and events (as required).
Travel and extended work hours (evenings and weekends) may be required on occasion.

Approved by:

Todd Shafer, Chief Executive Officer
Date: September 24, 2026