



Youth Engagement and Parks Assistant - Job Description

Type of Position: Full-time, summer term

Term Length: 16 weeks, negotiable between April 28 and August 29, 2025

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

Position Objective:

To provide immersive mentorship to a young professional, allowing for the development and strengthening of skills to assist in achieving their future career aspirations. These skills include project management, client services, communications, budget management, research, and writing skills. 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: Andrew Exelby, Parks and Open Spaces Consultant and Kelsey Michaluk, Youth Engagement Consultant

Engages with: SPRA staff, SPRA members, external customers, Partner Organizations, Communities in Bloom registrants and judges

Who is SPRA?

Everything we do focuses on creating a Saskatchewan where all people enjoy a better quality of life through parks and recreation. We do this through actions that improve access for all, connect health and well-being, and value and invests in parks and recreation. We are a non-profit organization, supported by Saskatchewan Lotteries to offer consulting, funding, and training services to parks and recreation providers throughout the province, supported by strong business, research, and communications functions. Learn more about our passion for parks and recreation at www.spra.sk.ca.

Project Specific Responsibilities

Youth Programming Support:

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 Engagement Consultant.

- Contribute to the development of the Youth Perspective E-newsletter, including story development.
- Work with SPRA members and partner organizations 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 programming best practices related to youth engagement.

Parks and Open Spaces Programming Support:

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 for the Parks Portfolio, including but not limited to Communities in Bloom program materials related to 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 communities, organizations, and stakeholders in a liaison capacity.
- Research and suggest programming best practices related to the management of parks and open spaces.
- Assist with the development of the 2025/2026 the [Parks for All Action Grant](#).
- Represent interests held by SPRA in partnerships between communities, organizations, and stakeholders.
- Provide quality customer service to Communities in Bloom participants and judges.
- Support and engage with program participants including communities, volunteers, and organizations.



Core and Job Specific Responsibilities

Applicable for all SPRA employees.

Communication - Sending and receiving information

- Make clear requests and be willing to negotiate.
- Participate in collaborative dialogue (listening to understand, reaching collaborative results with staff, members, and stakeholders).
- Support 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

- Model SPRA policies and procedures.
- Develop and maintain effective relationships with staff, members, and stakeholders.

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

- Contribute to solving problems, address issues, and improve efficiencies within SPRA.

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

- Plan and prioritize tasks.
- Contribute to an atmosphere of mutual trust and respect.

Engagement - Display passion and commitment to the purpose and activities of SPRA

- Contribute collaboratively to Team projects, initiatives, and service areas.
- Actively participate and be involved in Team meetings, brainstorming, discussions, and planning.
- Provide feedback on SPRA activities.
- Actively participate in staff events.
- Actively live the values of SPRA (Participation, Respect, Accessibility, Equity).
- Prioritize work to ensure the needs of SPRA are met.
- Maintain a positive work life balance.

Qualifications and Requirements:

- Education and training:*
- Post-secondary education or experience in any of the following fields: recreation, community development, tourism, environmental sciences, landscape management, sociology, kinesiology, health studies, history, geography, biology, or equivalent.
- Experience required:*
- Experience or interest in community development, program development, marketing, and/or administration.
 - Intercultural awareness and an openness to working with a variety of people.
 - Knowledge of the recreation/parks delivery system, strong communication skills, excellent organizational skills, ability to multitask, computer literacy and a demonstrated ability to coordinate and evaluate projects.
 - The ability to work independently in either an office or remote setting and as part of a team and contributes to an atmosphere of mutual trust and respect.
 - Career aspirations in recreation, parks, community development, leisure service management, population health, environment, or other related fields.
- Others:*
- Youth between the ages of 18 and 30.
 - Personal values align with the benefits of recreation.
 - Willingness and ability to occasionally travel throughout the province.
 - When needed, work extended hours, including evenings and weekends.
 - Possess a valid driver's license. Access to a vehicle and willing to use it if travel is necessary. Vehicle/travel expenses will be reimbursed as per SPRA policy.

Approved by:

Todd Shafer, Chief Executive Officer

Date: January 21, 2025