



## Saskatchewan Parks and Recreation Association (SPRA) Field Consultant Job Description

**Type of Position:** Full-time Permanent

**Employment Site:** Office location is negotiable, preference within Northern Saskatchewan Administrative District.

### Position Summary

The Field Consultant is a part of a Team of recreation leaders who build and foster relationships with local parks and recreation practitioners, volunteers, grassroots organizations, governments and stakeholders to support and enhance the industry and improve the quality of life in communities. As a champion for the parks and recreation industry, Field Consultants have a strong ability to assess local needs, and connect relevant services and programs that enhance the development and sustainability of communities.

### Reporting Relationships:

*Reports to:* Field Services Manager

*Engages with:* Communities, Recreation industry and external stakeholders that impact the industry, Indigenous and Northern organizations, Sport, Culture and Recreation Districts, Provincial Recreation Associations (PRAs), the Ministry of Parks, Culture and Sport (PCS) and SPRA Staff and Leadership Team.

## Core Competencies and Job Specific Responsibilities

### Communication - Sending and receiving information

Job specific responsibilities:

- Gather and share information and insight on community feedback, needs and opportunities.
- Share information about SPRA strategies, programs and services.
- 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

Job specific responsibilities:

- Provide consulting services and support to recreation practitioners and volunteers.
- Build and foster partnerships with provincial organizations, all levels of government, Indigenous organizations, stakeholders and related sectors.
- Model SPRA policies and procedures.\*
- Develop and maintain effective relationships with staff, members and stakeholders.\*
- Contribute as a valuable team player to projects outside own portfolio.\*

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

Job specific responsibilities:

- Possess knowledge of benefits, principles, practices, theories and trends that impact Indigenous populations and are relative to leadership development, recreation participation and program development. Collect and interpret issues and trends impacting the industry.



- Coordinate and implement strategies to engage stakeholders and enhance the profile of the industry.
- 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**

Job specific responsibilities:

- Represent interests held by SPRA in partnerships between communities, organizations and stakeholders.
- Provide outstanding customer service.
- Develop and manage annual portfolio budget.
- Prepare, administer and evaluate all contracts and agreements, as assigned.
- Plan and prioritize tasks.\*
- Support the development and implementation of SPRA's corporate culture strategy.\*
- Contribute to an atmosphere of mutual trust and respect.\*

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

Job specific responsibilities:

- Collaborate with stakeholders where synergies and shared outcomes benefit Northern communities and organizations.
- Collaborate with SPRA staff on various projects (initiating and contributing).
- Provide feedback on SPRA activities.\*
- Actively participate in staff events.\*
- Actively live the core values of SPRA (Caring, Team and Play).\*
- Prioritize work to ensure the needs of SPRA are met.\*
- Maintain a positive work life balance.\*

\* Applicable for all SPRA employees.

### **Qualifications and Requirements:**

*Education and training:* A Diploma or Degree in Kinesiology, Recreation Administration, Community Development or a related field of study.

*Experience required:* Knowledge and experience in working with Indigenous populations and representative agencies. Experience working with volunteers, Boards and Committees in parks and recreation industry is a preferred asset. A minimum of two years of recreation or community development experience.

*Others:* Willingness and ability to travel throughout the province and nationally.

Willingness to work extended hours, including evenings and weekends.

A valid driver's license.

Access to a vehicle and willing to use it for travel. Vehicle/travel expenses will be reimbursed as per SPRA policy.

**Approved by:**

Todd Shafer, Chief Executive Officer

Date: November 5, 2021