



Saskatchewan Association of
**RECREATION
PROFESSIONALS**

A Framework for Community Recreation Job Descriptions

**SASKATCHEWAN ASSOCIATION OF
RECREATION PROFESSIONALS (S.A.R.P.)**

2205 Victoria Ave.

Regina, SK

S4P 0S4

(306) 780-9267

sarp.sk@sasktel.net

www.sarp-online.ca

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Section I: Background Information

A. Purpose of and uses for this document

1. Purpose

The membership of the Saskatchewan Association of Recreation Professionals (S.A.R.P.) believes that standards and ethics provide credibility, accountability, and recognition for the recreation profession. These are based on a minimum level of education competency, work experience, behaviors, attitudes, ethics, and values. This document was developed as part of an action plan to move the recreation profession forward along the professional continuum.

2. Uses

This framework for community recreation job descriptions was designed to be a tool for recreation employers, unions and professionals. It provides background information that will aid in developing or updating job descriptions for professionals working in the diverse community recreation field.

Each community recreation position is comprised of a unique set of duties and skills. This document contains a menu-style list of duties and skills that could be incorporated into a job description for a person working in community recreation. As indicated by the detailed lists to follow, it would be impossible for any community recreation professional to fulfill all of the duties or to possess each of the skills listed. **Instead, the job description appears as a menu, so that one can choose the skills and duties best suited to each particular position and workplace.**

In 1999, the Saskatchewan Association of Recreation Professionals asked Saskatchewan employers to identify key areas where recreation professionals have specialized skills, knowledge and training. We have used those key areas identified by Saskatchewan employers to define the headings for the job description framework that follows.

This document was developed specifically to reflect the duties and skills of community recreation professionals. Recreation professionals in other sectors such as sport administration or therapeutic recreation have many common duties and skills. However, specific job descriptions for those sectors are not addressed in this document. For a copy of the S.A.R.P. job descriptions for therapeutic recreation on long term care please contact the provincial office.

B. Definitions

1. Recreation is:

A pleasurable activity that one is voluntarily engaged in during leisure time, which includes physical, artistic, creative, spiritual, cultural, social and intellectual pursuits. (S.A.R.P. 1998)

2. A Recreation Professional is a person who:

- Has a passion for the recreation field,
- Subscribes to accepted standards within the recreation field,
- Has built a core body of knowledge in recreation and leisure, (S.A.R.P. *Professional Competencies, 1995*),
- Has gained an accepted level of experience in the recreation field and,
- Ascribes to accepted ethics in their profession. (S.A.R.P., 1998)

3. Community Recreation:

A service provided to the community at large through 3 sectors - Voluntary, Professional, and Commercial/Private Enterprise. Community recreation is benefits driven and impacts a person's personal, social, environmental and economic well being. (S.A.R.P. - 1998)

** Please note that for the purposes of this document, the word community refers to a geographical community as well as a community of common concerns or issues.*

C. Who employs community recreation professionals?

Employers include, but are not limited to the following:

- 1. Government:** Municipal governments (cities, towns, villages, rural municipalities, northern settlements); Government of Saskatchewan; First Nations (Federation of Saskatchewan Indian Nations, Tribal Councils, Band Councils), Métis Nation of Saskatchewan; Government of Canada (e.g. military)
- 2. Agencies:** YMCA, YWCA, Boys and Girls Clubs, tourism authorities
- 3. Commercial:** Golf or curling clubs, fitness centres, consulting firms
- 4. Industrial:** Corporations or industries providing employee recreation programs, such as Saskatchewan mining companies
- 5. Educational Institutions:** Facilitate recreation programs for students, faculty, and staff, such as post-secondary institutions and community schools.
- 6. Non Profit Organizations/Globals:** Saskatchewan Parks and Recreation Association, Provincial Recreation Associations such as Saskatchewan Association of Recreation Professionals and Saskatchewan Recreation Facility Association, Regional Recreation Associations, Canadian Red Cross.

D. Salaries and benefits

Saskatchewan employers offer a variety of salaries to community recreation professionals. Some community recreation professionals are members of unions, while others are classified as out-of-scope. There is no set scale within the province of Saskatchewan for salaries of recreation professionals, however some recreation professionals work in unionized positions that do have set pay scales. Please contact the provincial office for information related to employee pay scales. Most community recreation professionals participate in benefits and pension plans through their workplace. It is recommended that pay scales reflect the employee's level of education and experience, as required by the employer.

E. Suggestions for employers regarding employee support

In order for community recreation professionals to fulfill their duties in a professional and competent manner, some basic support mechanisms are necessary.

- ◆ Provide a computer (and training) and internet access
- ◆ Provide office space, telephone and cellular phone for travel safety
- ◆ Cover of expenses and mileage or provide a vehicle
- ◆ Provide clerical support staff
- ◆ Encourage professional development and networking and encourage membership in a professional association and other applicable associations. The membership fees for these associations are frequently covered by the employer
- ◆ Provide support (time and financial) for additional post secondary training that is required, particularly in the instance of an employer adding responsibilities to the job description of the recreation professional

Employers and their employee should understand and monitor the employee's personal lifestyle in the areas of time management, stress factors, and attitudes (job satisfaction, job involvement, and job commitment). Using discretion, the community recreation professional often becomes an active member of the community, but it should be understood that membership is personal and is not to be construed as an involvement on behalf of council, board and/or department.

The person or people who the recreation professional will be or is responsible to should be involved in developing the job description and in interviewing candidates. Clear lines of communication and responsibility should be developed for the community recreation professional, and provide an annual employee performance evaluation. The employer should have conflict of interest guidelines and discuss them with the employee. A flowchart should be developed to show these lines of responsibility and accountability clearly.

F. About the Saskatchewan Association of Recreation Professionals

1. Mission

The Saskatchewan Association of Recreation Professionals is a dynamic, member driven organization committed to the profession by representing and supporting recreation professionals in their pursuit of excellence.

2. Goals

1. Set and maintain professional standards and ethics
2. Address issues and advocate for the recreation profession and the recreation professional
3. Promote and contribute to the growth and development of the recreation professional
4. Promote the benefits, programs and services of the association
5. Recruit and maintain active members from the diverse recreation profession
6. Maintain a financially viable operation
7. Administer the affairs of the Association to ensure it is dynamic, flexible and responsive to the needs of its members

3. Vision

The S.A.R.P. vision statement describes our hopes and dreams for the organization into the early 21st century.

In Saskatchewan:

- ◆ The leisure service field is recognized for its many positive contributions to individual, family, and community health and wellness
- ◆ Recreation professionals are integral partners that impact on individual, family, and community health and wellness

AIMS

The Saskatchewan Association of Recreation Professionals will:

- Be recognized as the association for recreation professionals.
- Focus actions on the needs of the membership
- Have a large membership of recreation professionals from all sectors within the leisure service field.
- Value and actively recognize the contributions of its members.
- Advocate on issues affecting recreation professionals in the province.
- Pursue and develop collaborative alliances that benefit its membership.
- Emphasize and support on-going professional development of its membership.
- Enable the membership to share information, expertise, and experience.
- Have established core educational competencies.
- Achieve financial stability for core membership services.

Section II: MENU STYLE JOB DESCRIPTIONS

A. Position Title and Focus Area

Common Position Titles Include:

- Director of... or Manager of...
 - Leisure Services
 - Recreation Services
 - Community Development
 - Parks and Recreation
- Recreation Director
- Recreation Facilities Manager
- Community Development Officer
- Recreation Worker I, II, etc – Program Services
- Community Recreation Coordinator/Consultant

Primary Focus Areas Include:

- Management
- Programming
- Community Development
- Facility Operation and Management

Rural recreation professionals typically have job titles that reflect the broad nature of their work, for example, Recreation Director, Facility Manager, Program Coordinator. Recreation professionals also have skills and competencies in the areas of tourism and economic development.

Urban recreation professionals include directors and managers of recreation departments and specialists that focus on a specific population or facility within a community i.e. Director of Leisure Services, Community Recreation Coordinator, Recreation Administrator, Program Services Manager, Community School Coordinator, Community Development Specialist.

It is recommended that employers outline the duties and skills of their community recreation professional prior to assigning a job title. From that list of duties and skills, it will become clear as to the role of the recreation professional, whether it is as a director, programmer, community developer or facility manager. It is important that the job title accurately describes the role of the recreation professional, so as to avoid confusion.

B. Education Requirements

S.A.R.P. advocates that the types of positions listed above require a degree or diploma in leisure studies. In Saskatchewan, there are three institutions that offer **degrees or diplomas** in leisure studies:

SIAST – Kelsey Campus	Diploma in Recreation and Leisure Management	2 years of study
SIAST – Northlands College	Diploma in Recreation and Leisure Management	3 years (part time model)
University of Regina	Bachelor of Kinesiology and Health Studies 3 streams to choose from: Recreation and Sport Administration Fitness and Lifestyle Management Adapted Physical Activity (Therapeutic Recreation) Master of Kinesiology	4 years of study (undergraduate)
University of Saskatchewan	Bachelor of Science in Kinesiology 2 streams to chose from: Leisure and Sport Management Exercise and Sport Studies	4 years of study

Note that in order to confer professional membership status, the Saskatchewan Association of Recreation Professionals Board of Regents applies standard criteria. Professional membership is granted to a person who holds a degree or diploma in leisure studies and has at least one year of experience working in the field. The Board of Regents can also recommend professional membership for applicants who have experience working in the field and who possess related degrees or diplomas, such as in the areas of tourism or physical education.

C. Menu-Style List of Duties and Skills

For each position description, select only those duties and skills listed below that are appropriate for that position. Each position will have a primary focus area and therefore some, but not all duties and skills listed under each category will be required.

1. PHILOSOPHICAL BASE

Duties:

- Communicate the benefits of recreation and their importance to co-workers, employers, citizens, community groups, and other agencies

Skills:

- Knowledge and understanding of the philosophies and principles associated with benefits models of recreation for the provision, promotion and development of leisure services
Understanding of the personal, social, economic and environmental benefits of sport, culture, recreation and parks
- Knowledge of the interrelationship between sport, culture and recreation
- Understand the conceptual foundation of play, recreation and leisure for all populations and settings
- Knowledge of the theory, philosophy, standards, trends and practices of recreation program planning in organizational, volunteer and community development settings
- Knowledge of the interrelationship between the natural environment and recreation activity

2. PROGRAMMING

Duties:

- Plan, implement, and evaluate programs
- Schedule facilities required for program delivery
- Ensure program has adequate resources (people/materials) to succeed
- Assist program staff/volunteers to successfully carry out the program
- Coordinate the preparation of program information for use in promoting and assisting staff with identification of promotional plans for activities
- Provide supportive action required to assist groups in conducting needs assessments and issue identification and correlate those needs with activities of the council, board and/or department
- Assess and identify needs, strengths and issues of the community/patrons
- Direct and coordinate the development and rationale of user fees charged for programs and services

Skills:

- Knowledge of recreation practices and principles – understanding of the theory and practice of planned leisure activities, organizational and volunteer development and their application to personal and community development
- Demonstrated ability to ensure the development of leisure services based on assessed needs
- Solid organization, communication and management skills

- ❑ Effective people skills – dealing with staff, volunteers, councils, patrons
- ❑ Ability to plan programs on a daily, weekly, monthly, and yearly basis – be flexible
- ❑ Knowledge of current literature, standards, trends and evaluation principles and methods applicable to program planning
- ❑ Awareness of and sensitivity to social economic and other issues that have an impact on special populations in the community, such as but not limited to aboriginal people, people with disabilities, youth, marginalized people and minorities
- ❑ Knowledge of the purpose, requirements, collection, interpretation, and application of research, for the purpose of programming and evaluation

3. PUBLIC RELATIONS AND MARKETING

Duties:

- ❑ Publicity and marketing of programs/events through bulletins, regular newsletters, local paper, radio, posters, changeable signs, e-mail networks, web page, and other forms of communication
- ❑ Responsible for implementing a public relations program with clubs, organizations, patrons, general public, and neighboring municipalities
- ❑ Work with the local media on a regular basis to promote community sport, culture and recreation
- ❑ Conduct market research
- ❑ Research and develop a recreation marketing plan

Skills:

- ❑ Ability to prepare written and oral reports for the Recreation Board, Council, media, and other community organizations
- ❑ Ability to promote the benefits of recreation and active living with the “Benefits Catalogue” as a resource
- ❑ Make use of existing marketing campaigns at a local level: Saskatchewan Parks and Recreation Association “Recreation-An Investment for Life”, SaskCulture “Culture Builds Community”, Sask Sport “Sport: More Than Just a Game”, Saskatchewan Association of Recreation Professionals “The Benefits of Hiring a Recreation Professional”
- ❑ Ability to promote yourself, your department and your program, cultivate success stories, maintain rapport with all community groups and inspire confidence in yourself

4. LEADERSHIP AND COMMUNITY DEVELOPMENT

Duties:

- ❑ Liaison between department, council or board and community groups
- ❑ Liaison between community groups and regional, provincial and national organizations
- ❑ Empower community groups to help themselves
- ❑ Provide direct and indirect personnel and material resources to community groups
- ❑ Recognize the need for and provide space for non-programmed recreation use
- ❑ Facilitate the process of public participation for park, recreation and facility development and provide the council, board and/or department with information regarding issues, needs and concerns of the community
- ❑ Provide consultative services to community and user groups in planning, conducting and evaluating operations
- ❑ Negotiate partnerships, leases and co-sponsorships, with the public and other agencies approved by council, board and/or department, providing a wide variety of leisure activities and reduce barriers to participation for all of the population
- ❑ Recruit and retain volunteers to maintain programs and enhance community development
- ❑ Develop and provide services as identified by the board and/or department in areas of leadership and training, organizational development and community planning
- ❑ Develop long and short term plans based on community needs

Skills:

- Strong understanding of how the community fits into the provincial sport, culture and recreation delivery system
- Ability to negotiate mutually beneficial agreements and to manage change through decision making, problem solving, consensus building and dialogue
- Knowledge, understanding and awareness of cross cultural issues
- Solid understanding of skills required to chair a meeting
- Demonstrated facilitation, leadership, supervisory and training skills

5. ORAL AND WRITTEN COMMUNICATIONS**Duties:**

- Report and communicate the benefits of recreation to the community or organization
- Express ideas and concepts orally to staff, public, and community groups/organizations
- On a regular basis and upon request, orally express ideas and concepts to council and community groups/organizations relating to community recreation development
- Express in writing ideas and concepts to staff, public, and community groups/organizations (e.g. program and funding proposals)
- Submit written reports to regular meetings of council and attend in person the meetings on a request basis
- Coordinate and direct the preparation of relevant, reliable and required reports as specified by council and/or board
- Prepare effective reports that measure the success of plans, programs and policies
- Prepare reports of concerns and comments from the public and staff
- In a timely manner, handle the correspondence of council, board and/or department as directed at a duly constituted board meeting

Skills:

- Ability to express ideas effectively orally and in writing
- Knowledge of the theory, philosophy, standards, trends and practices of recreation program planning in municipal organizational, volunteer and community development settings
- Demonstrated facilitation, leadership, supervisory and training skills
- Demonstrated research and resource development skills
- Knowledge of the principles and practices of leisure program administration
- Ability to establish and maintain effective working relationships and to work as a team member
- Ability to communicate effectively with cross cultural groups

6. ADMINISTRATION AND MANAGEMENT**Duties:****i. Budgeting/Financial Management/Tracking**

- Forecast and monitor budgets for programs
- Coordinate and assist with the preparation and monitoring of the budget both capital and operating as outlined by council, board and/or department
- Annually coordinate and assist in the preparation of a long term capital expenditure plan
- Structure fee schedules and develop schedules for fee generation
- Track the annual operating and capital budgets as approved by council
- Research and write effective grant applications
- Provide opportunities for community groups to access grants
- Maintain financial books, read and interpret balance sheets and income statements
- Manage and track membership data base

ii. Staffing and Volunteer Management

- Apply personnel management techniques including job analysis, recruitment, selection, training, motivation, labor relations, and evaluation of staff and volunteers
- Assist with the selection, scheduling, performance monitoring and assessment, development and guidance of staff
- Develop and maintain effective working relationships with staff, peers, supervisor, volunteers and the public
- Represent council, board and/or department on cooperative program projects
- Understand the needs/wants of community volunteers

iii. Policies and Legislation

- Provide expertise and policy interpretation of civic policies, bylaws and provincial legislation related to the delivery of recreation programs and services
- Play an active role in policy development and implementation
- Implement and administer the policies and procedures relating to approved council, board and/or department initiatives
- Contribute to long term planning as it applies to the services provided by council, board and/or department. Make recommendations regarding capital improvements and purchases of equipment and structures
- Ensure that information and decision making relating to distribution, disposition and acquisition of municipal reserve lands meets the needs of leisure programs and services in the community
- Direct the facilitation of public participation processes which allow residents the opportunity to provide input and feedback on preferences and priorities for leisure activities and services provided by the department and external delivery agencies
- Ensure that the requirements of the various departments are understood and implemented, which may include but are not limited to: Occupational Health & Safety; Public Health; Labor Standards; Food Securities; Warehouse Hazardous Materials Information Systems; Union Act/Contract; Not-for-Profit Corporations Act; Workers Compensation; Saskatchewan Urban Municipalities Act/Saskatchewan Association of Rural Municipalities Act as it relates to recreation; local bylaws, and building and fire codes
- Awareness of and access to current policies and legislation

iv. Maintenance, Operation and Design

- Coordinate/manage the process of acquisition, planning, design and construction of facilities under the control of council, board and/or department
- Coordinate leisure facility maintenance and operations
- Facility design based on community needs
- Prepare annual maintenance plan for capital assets
- Research and implement cost saving procedures, including savings to energy costs

Skills:

- Ability to apply personnel management techniques including job analysis, recruitment, selection, training, motivation, labor relations, and evaluation of staff and volunteers
- Knowledge of the principles and practices of leisure program administration
- Demonstrated skill in all aspects of financial management, including budgeting and monitoring budgets for programs
- Awareness of environmental impacts of recreation and recreation facilities
- Understanding of and ability to interpret architectural plans

7. PROFESSIONAL DEVELOPMENT AND PARTNERSHIPS

Duties:

- ❑ Liaison and involvement with regional, provincial and federal sport and recreation organizations. (**See Appendix B for examples**)
- ❑ Take initiative in attracting conferences, workshops, and clinics to the community, which encourage active, informed participation and leadership
- ❑ Maintain and share data with other recreation professionals
- ❑ Represent council, board, membership and/or department at the community level with respect to implementation and interpretation of available programs and services
- ❑ Encourage leadership development opportunities, and make recommendations as to training courses for staff and volunteers
- ❑ Foster community partnerships with education, social services, health, justice, service clubs, etc.
- ❑ Work with neighboring communities in the development of cooperative programs
- ❑ Be involved with tourism and economic development to coordinate and promote events, which have a positive effect on community well being and growth
- ❑ Act as resource person or consultant as required

Skills:

- ❑ Understand the sport/recreation delivery system in Saskatchewan (**see Appendix B**)
- ❑ Understand Municipal, Provincial and Federal government agencies or ministries as they pertain to sport, culture, recreation and parks
- ❑ Understand the importance of resources for professional development
- ❑ Keep informed and current on all regional and provincial events and happenings
- ❑ Be aware of and facilitate potential partnerships at local, regional, and provincial levels
- ❑ Be aware of special populations in the community (i.e. aboriginal, disabled, target groups.)
- ❑ Knowledge of the significance of positive partnerships between other related fields such as, but not limited to: Justice, Federation of Saskatchewan Indian Nations, Métis Nation of Saskatchewan, Health Districts, Education, Regional Intersectoral Committees, Tourism Authorities, Regional Parks, Regional Economic Development Authorities, Social Services

8. GENERAL SKILLS

- ❑ Understand the history and development of the recreation profession and of professional issues
- ❑ Understand ethical principles and professionalism
- ❑ Knowledge of political, economic, and social systems
- ❑ Ability to problem solve and trouble shoot
- ❑ Ability to utilize computers for basic functions, including word processing, spread sheets, and specialized programs related to leisure services
- ❑ Ability to be analytical and think critically
- ❑ Has initiative and acts independently
- ❑ Prepared to work irregular hours and weekends
- ❑ Drivers license and use of a vehicle
- ❑ Ability to work with minimum supervision
- ❑ Ability to develop and maintain effective working relationships with council, board, staff, peers, supervisor, volunteers and the public

Section III: APPENDIX

A: Saskatchewan Association of Recreation Professionals

CODE OF ETHICS

COMPETENCE

The acquisition, maintenance and enhancement of current knowledge and skills in the field

- Members shall enhance their own level of expertise and commit to professional development of themselves and fellow members.
- Members shall enhance the efficient and effective operation of their organization through this knowledge.
- Members shall contribute, through their competence, to enhanced quality of life for the people of Saskatchewan.

EQUALITY

Equal treatment for all stakeholders (which includes members, colleagues, clients and customers and funding agencies)

- Members shall strive to ensure equal opportunity for each client or customer to participate in recreation activities.
- Members shall develop and maintain an environment whereby all individuals are treated with respect and dignity.

LEADERSHIP

The provision of guidance at all levels of the recreation delivery system

- Members shall provide ethical, technical and educational guidance for those under their responsibility.
- Members shall demonstrate ethical, technical and educational guidance in their capacity as leaders in their community.
- Members shall advocate on behalf of the field and their profession.

INTEGRITY

Conduct which is honorable and honest

- Members shall ensure that their behavior is beyond reproach in terms of what the profession sanctions.
- Members shall treat fellow members and colleagues with the utmost respect and propriety.
- Members must behave in a manner that supports the highest level of S.A.R.P. standards.

COOPERATION

Partnership with other members, colleagues, clients, customers and organizations for the enhancement of Saskatchewan residents' quality of life

- Members shall take part in a consultative process with their clients, customers and communities to achieve the most effective results.
- Members shall develop and maintain active relations with fellow professionals.
- Members shall work toward an environment where active sharing of resources and information takes place.

B: Membership and Professional Development Opportunities

(Membership and involvement in the following organizations should be encouraged)

1. Saskatchewan Parks and Recreation Association (S.P.R.A.)

SPRA is a non-profit volunteer organization whose purpose is to promote, develop and facilitate parks and recreation opportunities throughout the province. The membership of SPRA consists of cities, towns, villages, rural municipalities, First Nations, tribal councils, provincial and regional recreation associations, and regional and urban parks. Membership in the Canadian Parks and Recreation Association (CPRA) is available to SPRA members, as well as a network of 23 Regional Recreation Associations in Saskatchewan. Professional development opportunities include:

- Annual conference
- Benefits of recreation workshops
- Fitness leader certification and conference
- Play leadership training program

2. Sask Sport Inc.

Operated by a volunteer Board of Directors, Sask Sport Inc. is a federation of more than 70 provincial sport governing bodies. Its members include specific sports such as archery, speed skating and volleyball, as well as the 8 Zone Sport Councils. Other members include the Sport Medicine and Science Council of Saskatchewan, the Saskatchewan Games Council and the Coaches Association of Saskatchewan. These organizations provide professional guidance, ensure safety, provide insurance, set rules, raise money, and train athletes, coaches and officials. Professional development opportunities offered by member organizations include:

- Coaching clinics (theory, technical, and practical)
- Sport nutrition, taping, and first aid workshops
- Children in Sport initiative
- Annual Sport Administrators conference

3. SaskCulture Inc.

SaskCulture Inc. is a community driven, non-profit organization that works with members to build a culturally vibrant Saskatchewan. SaskCulture brings together organizations and individuals that work to further the course of culture, and assists them in endeavors to develop and promote the cultural life of Saskatchewan. Memberships are available in a number of organizations including Dance Saskatchewan Inc., Saskatchewan Drama Association, Museums Association of Saskatchewan, and the Saskatchewan Arts Board.

4. Member organizations of the three organizations listed above offer the following:

i) Saskatchewan Association of Recreation Professionals (S.A.R.P.)

- Annual conference in conjunction with the Saskatchewan Recreation Facility Association
- Innovations conference for Recreation Therapists
- Workshops of interest to recreation professionals
- Education assistance for members to attend professional development courses
- Professional Development Grant for members to host professional development events

ii) Saskatchewan Recreation Facility Association (S.R.F.A.)

- Annual conference for recreation facility operators
- Parks Worker short course
- Arena, curling rink, and pool operator programs
- Playground safety inspector certification
- Risk management and safe facility operations workshop
- Custodial care and preventative maintenance workshop

5. Related organizations and courses include, but are not limited to:

- Province of Saskatchewan Department of Culture, Youth and Recreation
- Volunteer management training through agencies such as Volunteer Regina
- Saskatchewan Health Food Safe Level I Course
- Warehouse Hazardous Materials Information System (WHMIS)
- Occupational Health and Safety Courses
- Canadian Red Cross Programs
- First Aid and CPR Training
- Computer Applications
- Programs offered by community schools and colleges

C: References and Resources

1. References:

Saskatchewan Association of Recreation Professionals documents:

Action plan for the development of professional attributes for the recreation profession in Saskatchewan, 1996

Definitions of recreation, community recreation, recreation professional, 1999

Code of Ethics, 1999

Standardized Job Descriptions for Recreation Workers in Saskatchewan Long Term Care, 1995

Talking to Employers: Executive Summary and Recommendations, Benefits of Hiring a Recreation Professional Project, 2000

S.A.R.P. Mission, Goals and Vision, 1995

Professional Competencies for Recreation Practitioners, draft document

Other:

Ontario Ministry of Tourism and Recreation. The Recreation Professional. Leisure Information Network web site.

Saskatchewan Recreation Society, Saskatchewan Parks and Recreation Association. Careers in Leisure Services: A Guide to Careers and Educational Programs in the Recreation and Parks Field, 1994.

2. Resources

i) Publications

The Benefits Catalogue. Canada Parks and Recreation Association, 1997

ii) Web Sites

Saskatchewan Association of Recreation Professionals www.sarp-online.ca

Saskatchewan Parks and Recreation Association www.spra.sk.ca

Resource Centre for Sport, Culture and Recreation www.spra.sk.ca/ResourceCentre/Catalogue

Sk. Department of Culture, Youth and Recreation www.cyr.gov.sk.ca/

Canadian Parks and Recreation Association: www.cpra.ca

Leisure information network: www.lin.ca

C: Acknowledgments

Member volunteers of the Saskatchewan Association of Recreation Professionals researched and developed this document. Rob Boulding, Roger Moskaluke and David Nupdal managed the huge task of determining the structure and then organizing the content of the document. Krista Epp was the liaison between this task group and the board of directors. Executive director Donna Roy provided administrative support. Countless members submitted their job descriptions to act as a base for this document, while others took time to review drafts of this document and provide their input individually and through focus groups. Sandi Schultz, Bruce Matthewson, Jody Hauta and Clint McConnell assisted with gathering the job descriptions. This document is one step in moving recreation along the professional continuum. Documents previously developed by dedicated member volunteers are the building blocks for this framework, and are noted in the reference section. Thank you everyone.

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Saskatchewan Association of Recreation Professionals (S.A.R.P.)
2205 Victoria Ave.
Regina, SK
S4P 0S4

(306) 780-9267
sarp.sk@sasktel.net
www.sarp-online.ca

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