



Saskatchewan Association of Recreation Professionals Contract Job Description

About S.A.R.P.

S.A.R.P. is a member organization committed to the recreation profession by representing and supporting current and future recreation professionals. Its mission is to advance the recreation profession through networking, education, and advocacy.

Role Summary

S.A.R.P. is seeking a contractor for a short-term project.

The contractor will complete the following tasks:

- Support the Pathway to Professional Status Ad-Hoc Committee to conduct research into the number of recreation professionals in Saskatchewan;
- Conduct research into other member organizations, staffing and programming models; and
- Support the planning of its upcoming in-person conference in September

Main Responsibilities and Priorities

- Conduct online research into recreation positions in Saskatchewan, adding to S.A.R.P.'s existing database
- Conduct online research into recreation post-secondary programs offered in Canada
- Contact individuals by email and phone to collect information, as required
- Prepare database and reports

Qualifications and Critical Skills

- Initiative and ability to work independently
- Time and priority management, ability to meet deadlines on multiple projects
- Flexible, creative, and able to problem solve

Office/Location

The Contractor shall work primarily from a home office space. The Contractor will not be reimbursed for office space or utilities. This contract opportunity is remote, with regular meetings and sessions by Zoom. There may be some opportunity for in-person work around Saskatchewan.

Office requirements:

- Strong, high-speed internet connection
- Laptop computer with camera and audio capability
- Cell phone with long-distance plan



Term

The term of this contract will commence July 11, 2022 and will expire September 30, 2022.

Compensation and Disbursement of Fees

The Contractor shall be remunerated at an hourly rate of \$25.00/hour, up to a maximum of \$5,000. The Contractor will not be entitled to any benefits and is responsible for any and all deductions.

The Contractor shall be reimbursed for all business-related traveling by using the S.A.R.P. Expense Form.

Contact

Please submit your cover letter, resumé and 2 references to Guylaine Green, the Chief Administrative Officer (office@sarponline.ca). Please add *S.A.R.P. Short-Term Contractor* in the subject line. No phone calls please.

S.A.R.P. celebrates and welcomes the diversity of all individuals and accommodations are available upon request.