



P.O. Box 1561
Pilot Butte, SK S0G 3Z0
Email: office@sarponline.ca

Executive Director – Job Posting

Who is Saskatchewan Association of Recreation Professionals: Saskatchewan Association of Recreation Professionals (S.A.R.P.) is a member organization in its 55th year of operation and is committed to the recreation profession by representing and supporting current and future recreation professionals. The Association advocates on issues related to the profession and offers networking and professional development opportunities for its members.

What is the opportunity:

- Over the past two years, S.A.R.P. has worked to define a refreshed and exciting new direction and has now embarked on that path. The Board of Directors is seeking a creative leader with the energy and entrepreneurial vision to take the organization to new heights.
- Reporting to the S.A.R.P. Board of Directors, the Executive Director will:
 - build the organization's brand;
 - promote retention and acquisition of members;
 - further the objectives and values of the Association by delivering an innovative and impactful strategic plan.

The way people describe you:

- A change agent committed to moving an organization forward by pushing for positive change and implementing innovative solutions.
- A leader who has demonstrated a high level of integrity in their career through their actions, communications, and the decisions they've made.
- An engaged listener who possesses exceptional communication skills with a high level of political acumen.
- Able to critically self-reflect and identify learning requirements to be successful and have an interest in constantly growing knowledge, skills, and abilities.
- As someone who believes that recreation is essential for individuals' health and wellness and communities' vitality.
- As someone who believes that trained, qualified and knowledgeable recreation professionals are critical to those recreation experiences.

How you'll be spending your time:

- Provide leadership, direction, and guidance for the organization's activities and employees.
- Oversee the daily operations of the organization, providing executive direction of strategy, compliance, quality assurance, and program efficiency.
- Analyze and evaluate the organization's operations in order to ensure its effectiveness.

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- Represent S.A.R.P. in the industry with stakeholders, sponsors, members, and the media.
- Develop new and foster ongoing strategic alliances and partnerships with other organizations, government ministries, post-secondary institutions, and funding agencies to expand and increase efficiency of S.A.R.P.'s programs and services.
- Provide excellent financial management, ensuring the continuation of fiscal responsibility and sustainability going forward.
- Advocate for industry support and constantly seek opportunities to promote S.A.R.P. to increase profile and support.
- Work with the Board and relevant team members to continue to refine all aspects of communications, including social media, external relations and brand development.
- Lead the development and execution of the Association's advocacy initiatives and activities.
- Lead the development, delivery, and evaluation of the Association's programs and services.

The desired candidate's knowledge, skills & abilities:

- Ability to build effective relationships with those in the recreation, tourism, sport, therapeutic recreation, and culture related industries, governments, and stakeholders.
- Demonstrated cultural competency and ability to work with diverse communities.
- A post-secondary diploma, university degree, or equivalent work experience and minimum 3-5 years of leadership experience required.
- Demonstrated management skills including leadership development, strategic planning, management reporting, financial management, managing change, organizational development, and performance management.
- Ability to develop and present budgets and to manage available resources to meet targets.
- Strong verbal, written, presentation and facilitation skills.
- Understanding of community engagement practices and community development principles.

Important information:

- The starting salary range and compensation package for this position will be shared with those selected for an interview. The final compensation package will be negotiated and tailored to the successful candidate.
- The successful candidate is required to provide a satisfactory criminal record check.
- Candidate assessments may be done to evaluate knowledge, skills and abilities.
- S.A.R.P. currently operates out of a home office. A hybrid of home/in-office working opportunities may be available.

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- Willingness and ability to travel throughout the province and nationally.
- Willingness to work extended hours, including evenings and weekends.
- A valid driver's license.
- Successful candidates may be required to provide proof of acquired education.

To submit your interest:

- If you are interested in this exciting opportunity, we encourage you to submit your application (cover letter and resume) to office@sarponline.ca by **5:00 pm on Tuesday, August 19, 2025.**
- For further information or questions, please email office@sarponline.ca or visit sarponline.ca.

Saskatchewan Association of Recreation Professionals is committed to employment equity and accessibility. We encourage applications from members of equity-seeking communities including women, racialized and Indigenous persons, persons with disabilities and persons of all sexual orientations and gender identities/expressions.

Saskatchewan Association of Recreation Professionals engages in its work on the lands within Treaties 2, 4, 5, 6, 8 and 10, the traditional territories of the Cree, Dakota, Dene, Lakota, Nakota and Saulteaux peoples, and homeland of the Métis.

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