



Job Title: **COMMUNITY CONSULTANT**
Reports to: Executive Director
Type of Position: Permanent Full-Time (37.5 hours/week)
Salary Range: Refer to current Salary Grid
Location: Parkland Valley District

1. **Job Purpose**

Under the general direction of the Executive Director the full-time Community Consultant is responsible for the advancement of sport, culture and recreation sector initiatives within the District. These duties relate directly to the organization's mandate within the sport, culture and recreation network. These services require extensive understanding in community development, relationship building and creative ways to achieve the organization's mandate. This position provides leadership, research and collaboration to achieve outcomes. This position works with the Executive Director (ED) and other Community Consultant (CC) to efficiently carry out the responsibilities of the organization.

The is position also has a key role in supporting the community development process with communities/groups along with the advancement of sport, culture and recreation to achieve the mandate. The position requires exceptional communication, organizational and collaboration skills. The position is accountable for meeting the outcomes of an annual work plan related to the strategic directions of the organization. The work is performed under the direct supervision of the Executive Director.

2. **Job Activities**

Activity A: Community Development/Relationship Building/Project Management (50%-55%)

- a. Provide consultative and facilitation services for target groups through visitations, workshops, and linking to resources
- b. Act as the project manager and manage the financial activities for assigned initiatives
- c. Facilitate and implement the capacity building initiatives as determined
- d. Maintain and/or understand the SCR Outreach grant process: grant purpose, application, annual deadlines, approval process, complete follow-up process
- e. Ensure outcome-based evaluations are completed for all capacity building workshops and granting initiatives
- f. Work in partnership to develop tools, programs and initiatives that will assist target groups in their own organization

Activity B: Coordinating District Network (25%-30%)

- a. Maintain the target groups database when informed or aware of changes or additions
- b. Respond to all inquires in a timely manner
- c. Research, suggest and incorporate possible provincial sport, culture and recreation initiatives that will benefit our members
- d. Understand the sport, culture and recreation delivery system in the province
- e. Act by knowing about opportunities and linking target groups to opportunities available
- f. Maintain working relationships/act as a liaison with members of our organization
- g. Demonstrate leadership by identifying and addressing concerns of our members
- h. Understand and ensure (if allocated) our responsibilities as a District are fulfilled for the Saskatchewan Games program

Activity C: Organizational (20%)

- a. Act as a resource to the Executive Director on all activities of the organization including participating in the Strategic Planning process
- b. Understand the position's role in the development and implementation of the organizations Strategic Plan
- c. Ensure all work activity is entered into the Operational Tracking System including summarized outcome-based evaluations
- d. Ensure to follow the Operating Policies set for the organization
- e. Complete the annual Staff Responsibilities work plan for the position
- f. Train, supervise, and evaluate any temporary staff (as required)
- g. Develop an understanding of policy governance as part of the succession plan in the organization
- h. Progress reports are made at staff meetings
- i. Ensure effective and efficient support for the activities of the organization
- j. Engage in professional development to keep current in the field of sport, culture and recreation

3. Education and Specific Training

- a. Diploma or Degree in Recreation, Leisure Studies or Kinesiology
- b. Possession of a valid Saskatchewan Class 5 Driver License
- c. Pass a Criminal Record Check and/or Vulnerable Record Check

Experience – Three (3) years of job experience with education

- a. Working in a non-profit organization
- b. Working collaboratively towards the achieving desired outcomes
- c. Working within logic models to achieve desired outcomes
- d. Special skills or training are needed to perform job:
 - i. Good organization and planning skills in order to work in a dynamic and changing environment.
 - ii. Commitment to being a team player and working to meet team goals
 - iii. Strategic thinking/problem solving skills and the ability to anticipate upcoming opportunities and challenges
 - iv. Determine required outcomes and use innovative approaches to develop supportive systems and processes
 - v. Demonstrated experience in planning and delivering programs and services to volunteers and groups
 - vi. Demonstrated experience in recreation community development frameworks and processes

Ability to:

- vii. manage conflict and work to facilitate consensus.
- viii. communicate and work with community members to meet their needs is essential
- ix. convey, listen to and interpret sensitive and complex information and opinions of diverse audiences with clarity, conciseness and professionalism, in both verbal and written contexts.
- x. show personal leadership within the position, through setting priorities, delegating work and meeting timelines consistently.

Willingness to:

- xi. share areas of competence with others and willing to coach and encourage the meaningful contribution of others both within and external to the organization.
- xii. participate in the ongoing change process required of an organization.

4. Authority

This position has a leadership role in the development and implementation of capacity building initiatives. This position participates in fulfilling the District responsibilities in partnerships activities; budgets for some programs, services and partnership activities.

5. Supervision or Direction Exercised

- a. Supervise temporary/contract personnel to:
 - i. Manage the work, practices and procedures of a unit
 - ii. Responsible for appraisal, discipline, hiring and replace
 - iii. Assign work to be done, methods to be used, and take responsibility for the work
- Supervise volunteer personnel to:
 - i. Assign work to be done, methods to be used, and take responsibility for the work

6. Environmental Working Conditions

- Willingness and ability to do travel within the District boundaries
- Provincial travel to attend meetings and trainings
- Willingness to work extended hours including evenings and weekends (based on meeting the needs of our members throughout the year with time off in lieu).

Work week schedule:

- Regular hours are Monday to Friday - 8:00 a.m. – 4:30 p.m. (37.5 hours/week)
- Extended hours might occur between 2 – 3 nights in a month.
- Overnight travel does happen approximately once every 3 months.
- Willing to drive your own vehicle for work purposes to be reimbursed according to District rates.

7. Safety

Incumbents in a supervisory role are responsible for ensuring that operations are performed with the utmost regard for the safety and health of all personnel and for promoting proper attitudes towards safety and health in themselves and those they supervise.

As a Parkland Valley employee, the incumbent is responsible and accountable for knowing and working in accordance with the Safety Policy. The incumbent must work in such a way as not to endanger himself/herself/fellow employees or the public.