



This position organizes, schedules, implements, and evaluates professional development services to be delivered by the Saskatchewan Association of Recreation Professionals (S.A.R.P.) in order to provide a wide variety of opportunities to meet the needs of the membership. S.A.R.P. is seeking a motivated individual to provide administrative services, filing and organizational skills while working closely with the Executive Director to provide ongoing and new opportunities to our membership.

TYPICAL DUTIES:

1. Administration duties including preparing documentation, creating file paths, scanning, and organizing confidential information;
2. Coordinating and preparing promotional information on programs, events, and services provided by the Association or external agencies. (e.g. Brochures, Web Site information, email updates);
3. Assisting with the preparation of reports for Executive Director;
4. Identifying and addressing concerns/comments from the membership and volunteers;
5. Assisting in topic research, planning, advertising, and implementation of professional development sessions for members.

KNOWLEDGE, ABILITIES, AND SKILLS:

- Ability to express ideas and concepts effectively to a variety of audiences
- Experience/training in using MS Office, including, Word, Excel, and Outlook
- Ability to develop and maintain an effective working relationship with staff, peers, supervisor, volunteers, and the public
- Ability to gather reliable, timely information, analyze, and develop conclusions
- Ability to prioritize and work on many projects at one time
- Ability to work independently with moderate supervision
- Ability to inform and support volunteers and members in a non-profit setting
- Willingness to develop leadership skills in facilitating groups, team building and group dynamics
- Flexible hours may include occasional evenings/weekends

EDUCATION and EXPERIENCE:

- Office Administration education and experience preferred
- A recreation, sport, or tourism background with a working knowledge of the recreation delivery system is an asset

EMPLOYMENT LENGTH:

- July 4 to August 25

Send Applications to Jasmine Jackman, Executive Director at jjackman@sarponline.ca prior to May 31, 2017.