

# RECREATION CONSULTANT

## PREAMBLE

### Series Definition

These positions deliver service to groups and organizations at community, district, regional or provincial levels relating to the use of leisure time and/or skill development and/or cultural awareness and/or community development. The intent of positions in the series is to work with individuals and groups to develop human resources, identify and facilitate community resource development and utilization related to community-based programming, facilitate financial support by the Province for community initiatives, and provide direct consultation with groups regarding skills development in areas relating to the constructive use of leisure time.

Emphasis is placed on community development, skills development, or cultural awareness. All positions provide consultative service to the target group or population. The goal of such consultation is to assist the groups and organizations and communities to develop and improve skills and human resources towards self-sufficiency in areas related to program mandate while at the same time providing financial, training, facilitating, and consulting supports to the programs offered by the Department.

### Inclusions

Positions which have responsibility in the following area(s) as their primary intent:

- community development respecting the use of leisure time;
- program planning, development, and administration in cultural and recreational activities;
- management of staff involved in community, recreation or program development;
- specialist support to any of the above areas.

### Exclusions

Positions with primary responsibility in the following areas:

- management of Provincial Heritage Resources (see Heritage Resources Officer Series).
- delivery of local government and/or employment services (see Fieldworker Series).
- provision of recreation services within secured provincial institutions.
- development of profit based private industries relating to leisure time.
- provision of clerical, administrative, technical and/or managerial support.

- positions requiring designations relating to specific professional disciplines (e.g. Library Science).

### **Structure**

The four level series is designed to accommodate positions ranging from those requiring on-the-job training in the theory and practice of community program development within recreation, up to those positions functioning as branch Assistant Directors. There is no automatic progression through levels.

The levels of this series are differentiated by factors such as level and breadth of knowledge required, scope and complexity of activities, and administrative and managerial responsibilities.

Due to the variety of functions encompassed within this series two main streams have been identified for levels 2 and 3. These streams amalgamate into 1 at levels 1 and 4 due to the emphasis in those levels on generic functions.

**Note:** Incumbents may be required to hold a valid Manitoba driver's licence, dependent on specific position requirements.

# **RECREATION CONSULTANT 1 (RR1)**

## **GENERAL**

This is the entry level to professional community development or consultation work. Positions at this level function as junior program administrators, or junior regional consultants, under the direct supervision of more senior staff.

Employees classified at this level will complete an individually designed development program. Successful completion of this program is a prerequisite to promotion to level 2, along with the recommendation of the immediate supervisor.

## **TYPICAL DUTIES**

Participates in service delivery for assigned area by researching client requirements, discussing delivery mechanisms with more senior staff; and attend meetings and conferences as required.

Demonstrates conceptual, analytical and co-ordination skills through a variety of assigned activities, including report writing and recommendation of action and organization of topic specific discussions.

Becomes familiar with programs, policies and practices as they relate to developmental assignments at the working level.

Becomes knowledgeable about theoretical and policy basis for program activities through assigned reading and observation.

Attends a variety of courses relating to Knowledge, Skills and Abilities required at the Recreation Consultant 2 level.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

Demonstrated basic conceptual and analytical capabilities.

Well demonstrated oral and written communication skills.

Demonstrated understanding of group dynamics.

Considerable experience in an area related to the mandate of the department.

Demonstrated commitment and indicated potential to work within a specific program delivery model.

# RECREATION CONSULTANT 2 (RR2)

## GENERAL

This is a full working level for positions of both a generalist and a specialist nature.

### Generalist

Reporting to a Senior Recreation Consultant, incumbents at this level provide a full range of consultative services to assigned communities. Consultative services provided relate to the identification of community needs, and provision of advice regarding development, planning, implementation of community programs relating to the constructive use of leisure time. Liaison is carried out on a continual basis with community leaders. Incumbents at this level are called upon regularly to provide leadership and training to new employees.

### Specialist

Incumbents at this level function as program administrators in an assigned specialist area. Working with specified interest groups, they analyze grant applications, co-ordinate and evaluate events and provide advice and assistance to assigned groups. Although there is a requirement for some program development at this level, the emphasis is on administration and evaluation.

## TYPICAL DUTIES

### Generalist

Consults with community, district and regional organizations in the areas of skill and leadership development, needs assessments, capital facility development, and long-term planning.

Utilizes the services of program specialists as required by the client group.

Makes referrals to other agencies to insure that appropriate and sufficient resources are available as community needs are identified.

Provides consultation to, and monitors volunteer organizations funded through Department(s).

Assists in planning and conducting local, district and regional conferences, workshops, courses, demonstrations and meetings.

Acts for the Regional Manager, as requested.

Serves on division, department, or cross-department committees related to program delivery, which may include consultation, program design, development and evaluation.

Provides input into regional and divisional planning process as requested.

May assist with budget development and monitoring in the region.

May recruit and supervise casual or part-time assistants, or students, as requested.

May supervise junior staff and participate in the planning and delivery of training for such staff.

### **Specialist**

Performs analytical functions relating to grant applications, specifically, but not exclusively, in the areas of eligibility criteria, proposed budgets and event evaluation.

Works with special interest organizations to develop, plan, administer and evaluate events as requested.

Provides input to regional community development program as required.

Relates to other program areas of the department, or other departments as required in order to ensure that appropriate and sufficient resources are available in specific situations.

Provides input into departmental planning process as requested.

Provides leadership and guidance to junior staff.

Supervises staff on a project basis.

Assists with managerial functions.

## **QUALIFICATIONS**

### **Knowledge, Skills and Abilities**

- Good knowledge of the community development process
- Thorough knowledge of, and demonstrated skill in the application of the consultative process.
- Demonstrated ability to work with a diversity of groups and individuals.
- Demonstrated ability to exercise considerable initiative and work with a minimum of guidance and supervision.
- Demonstrated ability to communicate effectively with people by oral, written, and visual methods and to make effective use of a variety of media techniques.
- Demonstrated ability to establish and maintain effective public relations.
- Knowledge of relevant program areas and resources available to client groups would be considered assets.

Normally the above knowledge, skills and abilities will be acquired by:

- Formal training in an area related to the work, e.g. in the areas of recreation, arts or sports administration, the performing or visual arts, or physical education;
- Significant experience in working with community groups, in the volunteer sector, and/or in a consultative environment; or other fields related to the job.

# RECREATION CONSULTANT 3 (RR3)

## GENERAL

This is the senior level for both generalist and specialist positions, with accountability for assigned geographic or program area(s).

### Generalist

In addition to personally providing community based consultative services, incumbents at this level are accountable for the establishment and achievement of divisional objectives in an assigned geographic area by effective management of allocated human and fiscal resources, and local program planning, delivery and evaluation.

### Specialist

Employees at this level are responsible primarily for program development and administration within one field. Employees will normally be given broad scope in the program administration area, and will consider and make recommendations regarding eligibility criteria, the granting process, and program effectiveness. Employees at this level will work with a diversity of organizations at the local, regional and provincial levels, and will be expected to co-ordinate their activities with regional staff as necessary.

## TYPICAL DUTIES

### Generalist

Any or all duties performed at the second level of this series.

Ensures delivery of departmental programs, grants and services at the regional level, and facilitates community access to programs and agencies external to the regional mandate.

Manages the activities of assigned staff.

Prepares and submits annual operating estimates, including lottery funded programs and grants, for the region and manages approved operating expenditures within the region.

Prepares and submits regional operating reports including a comprehensive commitment record keeping system, month-end cumulative report and other reports and information as required.

Ensures compliance with procedures, regulations and policies in the Region and recommends improvements.

Participates in the communication process and may be responsible to represent the Division on one or more inter-branch committees.

Serves as a member of the Divisional Management Committee

Carries out specific projects, as assigned.

### **Specialist**

Monitors grants process relating to a major departmental program; by assisting and evaluating grant applications, by identifying potential recipients and funding sources, and by recommending acceptance or denial.

Evaluates a major program on an ongoing basis by gathering and assessing information regarding major events, projects, etc.

Contributes to program enhancement by examining and assessing current eligibility criteria and effectiveness.

Maintains liaison with provincial sports governing bodies, creative arts groups, universities and voluntary organizations by conducting and addressing a variety of meetings, conferences and committees.

Conducts local and regional conferences, workshops, courses and demonstrations.

Conducts research and prepares reports as required.

## **QUALIFICATIONS**

### **Knowledge, Abilities and Skills**

- Knowledges, skills and abilities as defined at the Recreation Consultant 2 level.
- Comprehensive knowledge of a subject area relevant to program objectives;
- Demonstrated ability to develop, plan, co-ordinate, deliver and evaluate programs in a variety of circumstances.
- Managerial skills, in the areas of staff supervision and development, fiscal responsibility and the achievement of operational objectives within an assigned area.
- Demonstrated skill in the application of sound judgement and creative problem-solving.
- Specific knowledge relating to departmental programs and specific community needs is considered an asset.

The above knowledge, skills and abilities normally would be acquired by:

- Formal training in an area related to the work;
- Extensive experience working with community groups, in the volunteer sector, or in a consultative environment;
- Experience in the process of community development, at a variety of levels; and
- Training relating to management, program evaluation and/or policy development.

# RECREATION CONSULTANT 4 (RR4)

## GENERAL

Employees at this level manage several distinct and diverse aspects of the department's mandate. They are for the most part, not personally involved in the direct delivery of service, except for particularly difficult or complicated program areas, or communities. These employees report directly to senior management, and function in an independent fashion with significant supervision or co-ordination of other staff. Employees at this level have a broad knowledge base covering at least two disciplines; one of which is managerial principles; the second is related to the program mandate(s). They often carry the designation of Assistant Director.

This level is differentiated from Level 3 by the impact and variety of programs delivered and the type of influence exercised throughout the organization.

## TYPICAL DUTIES

Ensures an acceptable standard of assigned province wide programs through co-ordination or management of several staff.

Develops and implements systems for decentralized program delivery based on a variety of models.

Recommends and advises on provincial policy in areas related to decentralized program delivery.

Responds to program related concerns raised by senior management on behalf of division or branch.

Develops and maintains effective liaison with departments and agencies at a variety of governmental levels by representing the department and advising on departmental policies, practices and procedures as necessary.

Participates in long-range organizational planning, by reviewing and forecasting staffing and operational needs and by co-ordinating organizational estimates process.

May act as organizational director in the latter's absence.

## QUALIFICATIONS

### Knowledge, Skills and Abilities

- Knowledges, skills and abilities as defined at the Recreation Consultant 3 level.
- Good knowledge of managerial principles and techniques including human resource and fiscal management, planning, and administration; and demonstrated ability to apply those techniques.

- Comprehensive knowledge of the legislative base within which the department functions.
- Extensive consultation, negotiation and mediation skills.

The above knowledge, skills and abilities normally would be acquired through:

- Formal education, preferably at the post-graduate level, in areas relating to public administration or arts or recreation administration;
- Training in the areas of program development, planning and evaluation;
- Extensive experience in a related field, including a variety of consultative experiences;
- Experience in the management of human, fiscal and capital resources.