LAKELAND DISTRICT for Sport, Culture & Recreation	**Community Consultant (CC) Job Description**	Date Reviewed	April 2025
		Date Approved	July 15, 2025
		Revised	

REPORTS TO: **Executive Director**
REPORTS: **None**
Location: **Flexible Within the Lakeland Region**

Primary Duties:

1. Supports and enhances the capacity of communities, sports associations, community groups, and other organizations within the Lakeland District by facilitating the development and delivery of quality sport, culture and recreation opportunities including linking communities with provincial sport, culture, and recreation organizations.
2. Acts as a resource, liaison and advocate for community organizations and recreation practitioners in helping to build sustainable initiatives that reflect the needs and goals of Lakeland District.
3. Provides consultative services to community-based groups pertaining to the identification of community and targeted population needs and the planning and delivery of programs to meet those needs.
4. Supports community-based organizations to access funding and assists them in applying for grant programs where appropriate.
5. Develops and facilitates public engagement and input processes to help guide the development and implementation of programs and services.
6. Develops and implements policies and procedures as required.
7. Assists in the development and management of the District Annual Funding Operational Plan and operating budget as required.
8. Prepares an annual operations plan that aligns with the vision of the Board.
9. Undertakes a regional needs assessment to determine the sport, culture and recreational needs of communities and organizations within the Lakeland region. This includes meeting with community leaders and practitioners to identify community sport, culture and recreation needs and requirements.
10. Collaborates and advises on the development of marketing materials and strategies with the district to increase participation and awareness of programs and events. Contributes content and updates for LDSCR's website, social media and newsletters.
11. Establishes and maintains networks in the sport, culture and recreation sectors.
12. Provide regular written updates to the Executive Director regarding activities/initiatives for the previous month and the ensuing month. Prepare funding applications and operational documentation as required.
13. Ensures compliance with applicable laws, regulations, and ethical standards in all aspects of operations.
14. Performs any other duties that may be assigned from time to time.

Experience & Qualifications

Post-secondary diploma or degree in sport, recreation or culture in Recreation Administration, Kinesiology, Physical Education, Recreation Technology or a related field combined with a minimum of three (3) years related experience including experience working in a municipal recreation setting, a not-for-profit organization or a senior management level sport, culture or recreation.

Knowledge of the Saskatchewan Lotteries Trust Fund and the sport, culture and recreation delivery system, and non-profit sector, along with experience in grant research and proposal preparation, would be an asset.

The position also requires a valid Saskatchewan Class 5 driver's license, access to a vehicle and provide a current Criminal Records Check and Vulnerable Sector Check.

The incumbent will also have effective group engagement and facilitation skills, excellent relationship-building and collaboration skills and a willingness to promote and support volunteerism.

Accountability/Responsibility

Reporting directly to the Executive Director (ED), the position works with stakeholders, including community members, organizations and local governments to identify needs, develop strategies, and build capacity for participation in sports, cultural events, and recreational activities.

The position will be expected to effectively communicate ideas and concepts in oral and written form to a variety of audiences including formal public presentations, written reports, and the development and delivery of training and resource materials.

The position will also establish and maintain effective working relationships and work cooperatively with staff, peers, supervisors, volunteers, elected officials, and the public.

Unique Position Requirements

The incumbent will be required to exercise independent judgment regarding a number of complex tasks. Highly developed verbal and written communication skills are essential, along with an ability to get along with the public, the Board and staff.

Able to work flexible hours, including evenings, weekends, and some Statutory Holidays and represent the organization at public events, trade shows, and related events. Expected office hours are 8:30 am to 4:30 pm or 37.5 hours per week.

Ability to multi-task and effectively manage changing priorities and timelines and to think strategically and translate goals into operational objectives.

To apply: Submit your resume and cover letter outlining your interest and experience to Helen Meekins, Executive Director, at helen@lakelanddistrict.ca.

The deadline to apply is November 15, 2026 or until position is filled. We appreciate all expressions of interest. Only those invited for an interview will be contacted.