

## INTRODUCTION:

Recreation touches many aspects of our lives. It helps people grow and be healthy; builds strong families and communities; provides opportunities for those who are disadvantaged; protects the environment; stimulates the economy; and adds overall to the quality of life in our communities.

Recreation serves the public good when there are accessible recreation opportunities. Recreation organizations need capacity to foster benefits from recreation. Capacity refers to skills, knowledge, and resources necessary to lead, manage and volunteer.

The Recreation North Training Program was developed from 13 foundational competencies for leading in recreation. The competencies describe a Recreation Leader who is able to:

1. Promote individual, community, and environmental wellbeing through recreation.
2. Recognize they can have a positive impact on their community.
3. Embrace recreation as a vehicle for strengthening community capacity.
4. Support their local community by accessing the recreation and sport system.
5. Contribute to the planning and evaluation of relevant community programs, services, events, and projects.
6. Support the effective functioning of Boards and Committees.
7. Contribute to meaningful relationships with community groups and partners.
8. Apply appropriate risk management strategies.
9. Administer basic budgets, fundraising, and grant activities.
10. Contribute to the delivery of quality programs and events.
11. Assist in maximizing the safety, use, and programming of community facilities and outdoor spaces.
12. Support appropriate promotion, marketing and communications.
13. Contribute to effective staff and volunteer engagement.

**Competency** refers to the extent of your knowledge, skill and experience.

**Indicator** is a description to help you understand the different knowledge and skills that together make up the competency.

## INSTRUCTIONS:

This Self-Assessment Tool is designed on 13 competencies. Use it to help identify your skills and knowledge as a recreation leader, your strengths, and your areas for growth.

As you read each indicator and competency, think about how it applies to you. Respond to **Where Are You** by choosing the most appropriate number from 5 through 1. Five (5) means you think, "I Am 100% Like That" and one (1) means you think "I Am Nothing Like That".

Name: \_\_\_\_\_ Role: \_\_\_\_\_  
 Community: \_\_\_\_\_ Date: \_\_\_\_\_

### Recreation Foundations

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Recreation leaders promote individual, community, and environmental wellbeing through recreation.

Indicators to help you better understand this competency.	Where Are You
I can describe the vision and goals of the Framework for Recreation in Canada.	
I can identify benefits of recreation for individuals, community, and the environment.	
I can explain why recreation is an essential service in my own community.	
I use leisure education to help others have meaningful recreation experiences.	
<b>Average</b> (Total divided by 4)	

### Recreation Leadership

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Recreation leaders recognize they can have a positive impact on their community.

Indicators to help you better understand this competency.	Where Are You
I can explain the core competencies for leading in recreation.	
I am a positive role model in my community and my culture.	
I encourage others to engage as leaders in community recreation.	
I practice lifelong learning, life-balance, and self-care.	
<b>Average</b> (Total divided by 4)	

### Building & Engaging Community

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Recreation leaders embrace recreation as a vehicle for strengthening community capacity.

Indicators to help you better understand this competency.	Where Are You
I can describe how recreation builds community.	
I understand the differences between community building and direct delivery approaches in recreation.	
I can engage the community in recreation by focusing on our strengths and assets.	
I use strategies to engage sectors like justice, education and health in recreation.	
<b>Average</b> (Total divided by 4)	

## Recreation & Sport Systems

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Recreation leaders support their local community by accessing the recreation and sport system.

Indicators to help you better understand this competency.	Where Are You
I know where to get local, territorial and national resources for recreation and sport.	
I can find ways to address the Truth and Reconciliation Commission's Calls to Action on sport.	
I can explain the value of the Arctic Winter Games and North American Indigenous Games.	
I support recreation that reflects the uniqueness of local people, communities, environments, and Indigenous culture.	
<b>Average</b> (Total divided by 4)	

## Community Recreation Planning

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Recreation leaders contribute to the planning and evaluation of relevant community programs, services, events, and projects.

Indicators to help you better understand this competency.	Where Are You
I plan recreation to result in meaningful outcomes and benefits.	
I involve local people in planning their own recreation.	
I remove barriers to participation by being inclusive when planning.	
I evaluate the impact of local recreation programs and events.	
<b>Average</b> (Total divided by 4)	

## Board Governance

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Recreation leaders support the effective functioning of Boards and Committees.

Indicators to help you better understand this competency.	Where Are You
I understand the different types of volunteer boards.	
I help volunteer boards to develop the skills to carry out their responsibilities effectively.	
I encourage positive and productive relationships between staff and boards.	
I help Recreation Boards or Committees develop their ability to plan and provide meaningful direction.	
<b>Average</b> (Total divided by 4)	

## Groups & Partnerships

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Recreation leaders contribute to meaningful relationships with community groups and partners.

Indicators to help you better understand this competency.	Where Are You
I support development of committees, groups and partnerships.	
I apply the outcomes, agenda, and summaries for effective meetings.	
I can manage challenging behaviours in group settings.	
I practice strategies that are essential for effective groups and partnerships (e.g. problem solving, decision-making, respecting local cultural protocols).	
<b>Average</b> (Total divided by 4)	

## Risk Management

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Recreation leaders apply appropriate risk management strategies.

Indicators to help you better understand this competency.	Where Are You
I can describe the basic concepts of measuring, reducing and managing risk.	
I identify strategies to reduce risk in recreation settings.	
I use documentation for risk management appropriate to the context.	
I understand negligence and liability in community recreation settings.	
<b>Average</b> (Total divided by 4)	

## Budgets & Funding

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Recreation leaders administer basic budgets, fundraising, and grant activities.

Indicators to help you better understand this competency.	Where Are You
I can apply basic financial principles of accounting and reporting to recreation.	
I can follow legislation that governs administration of finances.	
I develop productive relationships with local and territorial funders (organizations, businesses, governments).	
I know how to find and get resources for recreation initiatives (e.g. basic grant applications and funding proposals).	
<b>Average</b> (Total divided by 4)	

## Programs & Events

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Recreation leaders contribute to the delivery of quality programs and events.

Indicators to help you better understand this competency.	Where Are You
I know how to plan and deliver a recreation event, activity or program.	
I recognize the difference between a community-driven and direct-delivery approach in recreation planning and delivery.	
I try to make sure recreation programs and events are accessible, inclusive, and appropriate.	
I create environments that support positive recreation experiences as well as physical and mental health.	
<b>Average</b> (Total divided by 4)	

## Facilities & Outdoor Spaces

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Recreation leaders assist in maximizing the safety, use, and programming of community facilities and outdoor spaces.

Indicators to help you better understand this competency.	Where Are You
I use of a variety of community facilities and outdoor spaces for recreation.	
I recognize the value of nature and the outdoors to health, wellbeing and human development.	
I demonstrate an understanding of training and certification as it relates to facility management.	
I know how to access information and support for preventive maintenance; legislation and regulations; and facility-related policies and procedures.	
<b>Average</b> (Total divided by 4)	

## Promotion & Marketing

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Recreation leaders support appropriate promotion, marketing and communications.

Indicators to help you better understand this competency.	Where Are You
I promote the benefits of recreation when marketing programs and events.	
I communicate clear and consistent messages to target audiences.	
I know how to use social media appropriately in my community.	
I take time to explain why recreation is an essential community service.	
<b>Average</b> (Total divided by 4)	

**Staffing & Volunteers**

Recreation leaders contribute to effective staff and volunteer engagement.

Indicators to help you better understand this competency.	Where Are You
I can recruit, place, motivate, retain, and recognize volunteers.	
I can recruit, place, motivate, retain, and recognize recreation staff.	
I follow Labour Standards, Health and Safety Regulations, and Revenue Canada requirements.	
I respond to trends and issues that impact staffing and volunteers.	
<b>Average</b> (Total divided by 4)	

**SUMMARY:**

Consider your total score.	
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**46 - 65:** You are a strong and competent recreation leader. Continue to explore areas for growth and considering supporting the development of these competencies in others through mentoring.

**25 - 45:** You have knowledge and skills that are essential for a recreation leader. Consider how to keep building these through training, peer learning, mentoring, etc.

**Up to 24:** You are an emerging leader and beginning to understand the broad range of knowledge and skills that are put to use in the recreation field.

**REFLECTION:**

Take a few moments to reflect on what you have learned about yourself. What are your strengths? Where would you like to develop your competencies further? What do you want to keep learning?

Competency	Strengths? Areas to develop?
Recreation Foundations	
Recreation Leadership	
Building & Engaging Community	
Recreation & Sport Systems	
Community Recreation Planning	
Board Governance	
Groups & Partnerships	
Risk Management	
Budgets & Funding	
Programs & Events	
Facilities & Outdoor Spaces	
Promotion & Marketing	
Staffing & Volunteers	