

## 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 and parks serve the public good when opportunities are available, accessible and inclusive.

Organizations need capacity to foster benefits from recreation and parks. Capacity refers to skills, knowledge, and resources necessary to lead, manage and volunteer. Capacity can be developed through a systematic process of training and the application of learning.

To strengthen capacity, Recreation North offers a comprehensive Training Program based on 13 competencies. The competencies describe a Recreation Leader who is able to:

1. Promote individual, community, and environmental wellbeing through recreation and parks.
2. Recognize that 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 recreation and sport system resources.
5. Contribute to the planning and evaluation of relevant 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. Assist with finances by budgeting, fundraising, grant finding, and reporting.
10. Contribute to the delivery of quality programs and events.
11. Help to maximize the safety, use, and programming of community places and spaces.
12. Support appropriate promotion, marketing and communications.
13. Contribute to effective staff and volunteer engagement.

## 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 – 4 – 3 – 2 – 1.

### **Where Are You?**

- 5 = "I am 100% like that"
- 4 = "I am usually like that"
- 3 = "I am somewhat like that"
- 2 = "I am rarely like that"
- 1 = "I am nothing like that"

**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.

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

### Recreation Foundations

---

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

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>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

### Recreation Leadership

---

Recreation leaders recognize that 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>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

### Building & Engaging Community

---

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 can describe strategies to engage other sectors (justice, education, health) through recreation.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Recreation & Sport Systems

---

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

Indicators to help you better understand this competency.	Where Are You
I know how to access local, territorial and national resources for recreation, parks, physical activity, and sport.	
I can find ways to address the Truth and Reconciliation Commission's Calls to Action.	
I can explain the value of the North American Indigenous Games and (if applicable) the Arctic Winter Games.	
I support recreation that reflects the uniqueness of local people, communities, environments, and Indigenous culture.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Community Recreation Planning

---

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

Indicators to help you better understand this competency.	Where Are You
I plan for recreation to result in meaningful outcomes and benefits.	
I engage local people in planning their own recreation.	
I ensure recreation opportunities are inclusive and minimize barriers to participation.	
I evaluate the impact of local recreation and parks services, programs, events, and projects.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Board Governance

---

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 provide meaningful direction to Recreation Boards or Committees.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Groups & Partnerships

---

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

Indicators to help you better understand this competency.	Where Are You
I support the development of committees, groups and partnerships.	
I use an agenda and follow good practices to ensure effective meetings.	
I can manage challenging behaviours in group settings.	
I respect local cultural protocols for meetings and decision-making.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Risk Management

---

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 and parks settings.	
I use documentation for risk management that is appropriate to the context.	
I understand negligence and liability in community recreation and parks.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Budgets & Finances

---

Recreation leaders assist with finances by budgeting, fundraising, grant finding, and reporting.

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 can find, request, manage, and report on various types of funding.	
I can establish productive relationships in order to ensure adequate resources for recreation and parks.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Programs & Events

---

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 ensure recreation and parks experiences will positively impact the physical and mental health of participants.	
I design and deliver recreation that is accessible, inclusive, and culturally-appropriate.	
I recognize the difference between a community-driven and direct-delivery approach to recreation.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Places & Spaces

---

Recreation leaders help to maximize the safety, use, and programming of community places and 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 can identify the specific training and certifications required for facility operations and management.	
I can find and apply legislation, regulations, policies, and procedures to the operations and maintenance of recreation facilities and parks.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

## Promotion & Marketing

---

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 use social media appropriately in my community.	
I take time to explain why recreation is an essential community service.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total 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 value the role and contribution of volunteers in recreation and parks.	
I can identify strategies for finding and keeping recreation staff and volunteers.	
I follow Labour Standards, Health and Safety Regulations, and Revenue Canada requirements.	
I respond to trends and issues that impact staffing and volunteers.	
<b>Total Rating Score</b> (Add up your numbers)	
<b>Average Rating Score</b> (Divide the total by 4)	

<b>CALCULATE</b> your score by adding up the averages for each competency:	
--	--

**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.

**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 & Finances	
Programs & Events	
Places & Spaces	
Promotion & Marketing	
Staffing & Volunteers	