

Northern Community & School Recreation Coordinator Program

Guidelines for the Community Steering Committee

I. Roles and Responsibilities

- The lead as identified in your “Notice” in cooperation with the other partners, are responsible for establishing the committee and advertising, interviewing and hiring of the Community School Recreation Coordinator using guideline documents as established by the Northern Sport Culture and Recreation District and in keeping with overall program principles and the employers human resource and hiring policies.
- Using NSCRD guideline documents and in keeping with overall program principles and employer policies, establish employment expectations, programming budgets and financial management processes, etc. for the Coordinator.
- Using existing or conducting targeted needs assessments evaluate local needs and priorities
- Work with Community School Recreation Coordinator in developing an annual plan for local community sport, culture and recreation programs. The programs should ensure community-wide benefits, including leadership and community capacity building programs. Programs developed must be inline with the overall program objectives including any north wide or targeted initiatives.

2. Membership

- 6-8 community members with a desire to work towards meeting the program objectives for their community
- employer participation as steering committee members should be limited
- community organizations that form program partnerships should be included for representative membership

3. Meetings

- It is recommended that the steering committee meet every couple of months to fulfill their mandate.

Note

It is a key objective of the overall program to ensure meaningful community member input into the programs and events. If another community or school based organization or committee can fulfill the Steering Committee mandate then a new committee may not necessary.