

Northern Community & School Recreation Coordinator Program



Community Needs Assessment Overview

(Source: Manitoba Recreation Director's Handbook, Community Recreation Handbook)

To be a success a program must be of interest and need to the community. To determine this, the recreation director must know his/her community—who's in it, what programs and resources exist and what people want. Start by collecting all the information and then review the results to clearly understand the need.

A. Who's in it? A Community Profile

To see a clear picture of who makes up your community, complete a community profile. The profile breaks down the total population by age, gender and special needs. Most of the information needed is available through your council office.

B. What exists? Community Programs

Compile a list of community programs. Approach the local churches, schools, recreation department, health and social services, clubs and associations, etc. They often offer a variety of after school, evening, weekend, seasonal, and special event programs. Find out such things as:

- What types of programs they run-- physical (e.g. sports), social (e.g. drop in), creative (e.g. painting), educational (e.g. book clubs), cultural (e.g. jigging classes)?
- Who attends (age, gender)?
- How many people attend?
- When are they held?
- Are they a success?

C. What people want. Community Participation

Questionnaires, surveys, one-on-one discussions, public meetings etc. are all ways to determine how the people in your community view recreation, what they are interested in and what they would like to see.

(See Big Picture Planning – Section 11 for more information on gathering community input and developing surveys.)

Remember:

Sometimes people only ask for what they know.

When gathering information be sure to get input from all interest groups in your community.

The loudest voice does not always speak for the majority of people.

D. How Does Your Community Rate?

Critically review the collected information and consider:

- To what extent are they balanced in terms of physical, intellectual, creative and social components?
- To what extent do they provide a balance between highly active and less active opportunities?
- To what extent do they encourage the development of leadership?
- To what extent do they provide for individual skill differences?
- To what extent do they encourage individuals and groups to accept responsibility for planning their own recreation?
- To what extent do they provide for the integration of the atypical individual (e.g. physically disabled)?
- To what extent do they provide participants with opportunities to share in the program planning and evaluation?
- To what extent are programs offered for the different age groups? Refer to grid.
- Are people happy with the current programs?
- Are the current programs successful? Why or why not?
- What existing programs could be further enhanced?
- What new programs are people interested in?
- Why aren't people participating in current programs? Why are they?
- Are they balanced throughout the year?
- Are opportunities available for both genders? How about people with special needs?

Considering these, identify what gaps exist and determine your priorities.

How do we determine Community Needs?

- Surveys
- Local paper or radio
- Inter-agency
- Social media
- Suggestion box
- Suppers & Potlucks
- Public meeting
- Facility usage
- Word of mouth
- Requests from the youth
- Evaluation Forms

Hello Parents!

Senator Myles Venne School

"Recreation Activities, Ideas Needed"

WE NEED YOUR INPUT!

Parent/Guardian _____ Street Address _____

Phone Number _____ Email Address _____

Age Category: 25 - 29 __, 30 - 34 __, 35 - 40 __,
41 - 45 __, 46 - 50 __, 51 + __

What kinds of recreational activities would you like to participate in:
a) after school, b) evenings, and (c) weekends?

- | <u>After school</u> | <u>Evenings</u> | <u>Weekends</u> |
|---|--|---|
| <input type="checkbox"/> Art Club | <input type="checkbox"/> Kids' Night | <input type="checkbox"/> Community V-ball |
| <input type="checkbox"/> Computer Club | <input type="checkbox"/> Youth Night | <input type="checkbox"/> Basketball |
| <input type="checkbox"/> Karaoke Club | <input type="checkbox"/> Family Literacy | <input type="checkbox"/> Badminton |
| <input type="checkbox"/> Weightlifting Club | <input type="checkbox"/> Men's Support | <input type="checkbox"/> Floor Hockey |
| <input type="checkbox"/> Fitness/Aerobics | <input type="checkbox"/> Group | <input type="checkbox"/> Arts/Crafts |
| <input type="checkbox"/> Walking/Jogging | <input type="checkbox"/> Ladies' Support | <input type="checkbox"/> Family Night |
| <input type="checkbox"/> I. A. Shop Class | <input type="checkbox"/> Group | <input type="checkbox"/> Games' Night |
| <input type="checkbox"/> Square Dancing | <input type="checkbox"/> Parenting Classes | |
| | <input type="checkbox"/> Cree Classes | |

Other: _____

If you would like to "VOLUNTEER" for any activities, please indicate
which ones: _____

If you have any questions regarding any recreational activities, please
see Colleen Charles, Community School Recreation Coordinator. Tiniki.

The following is a sample recreation survey for adults.

It's Up To You Recreation Survey -Adults-

Hi:

We are evaluating our recreation services to provide the kinds of events and programs that you want. Please help us by filling out the following questionnaire.

(Circle) Male / Female

Age: 20-30

31-40

41-50

51 and up

1. Do you have any children (18 years and under) living at home?
(Circle) YES or NO. If yes, how many? Please list their ages.

2. What types of **organized** recreation programs do you participate in?
(Please list or write "none")

SPORTS (e.g. fastball) _____

CLUBS/GROUPS (e.g. square dancers) _____

ARTS/CRAFTS (e.g. dream catchers) _____

EDUCATIONAL/SELF IMPROVEMENT (e.g. CPR) _____

CULTURAL (e.g. Pow Wows) _____

3. What types of things do you do for recreation that are **not organized**?
(Circle)

fishing

running

walking

hunting

cooking

watching sports

trapping

swimming

volunteering

reading

playing cards

woodworking

visiting

crafts

collecting things

other _____

4. How often do you participate in recreation activities?
(Check appropriate box.)

organized (e.g. square dancing, crafts)

frequently (daily) often (weekly)
seldom (monthly) rarely (once a year)
never

non-organized (e.g. biking, visiting)

frequently (daily) often (weekly)
seldom (monthly) rarely (once a year)
never

5. What stops you (barriers) from participating in programs?

6. What is important to your recreation enjoyment? (Circle response/s)

| | |
|-----------------------------|---|
| being physically active | laughing and enjoying |
| relaxation and enjoyment | hanging out with friends |
| competing with others | being creative |
| helping others | doing lots of different things |
| being a part of a group | having something to show for your efforts |
| developing/improving skills | competing with yourself |

7. Are you happy with the current programs being offered?
(Circle and explain)

A) YES B) NO C) SO, SO

Why? _____

8. When considering future recreation area/facility development, what do you feel is **needed most**? (Circle top five)

| | |
|--------------------------|--------------------------|
| indoor hockey arena | larger hill for sliding |
| beach | pool hall/arcade |
| larger gymnasium | outdoor basketball court |
| outdoor volleyball court | hiking/ski trails |
| playground | improved ball diamonds |
| park/camping area | walking/bike path |

9. What are the three **most important** recreation programs provided that you participate in?
1. _____
2. _____
3. _____

10. What are the three programs or activities that you would like to participate in that **are not offered** in the community?
1. _____
2. _____
3. _____

11. When is the best time for you to participate in recreation activities? (Circle)

WEEKDAY: Mon. / Tues. / Wed. / Thurs. / Fri. / Sat. / Sun. / Anytime

TIME OF DAY: Morning / Afternoon / Evening / Anytime

TIME OF YEAR: Fall / Winter / Spring / Summer / Anytime

12. Please finish this sentence.

Recreation is... _____

13. Would you be interested in volunteering to assist or instruct any programs?
(Circle) YES or NO

If yes, what?

If yes, please give your name _____ and phone number _____

14. Other comments or suggestions?

Thank you for participating in this survey. The results will be used to improve recreation programming.

Surveys

Surveys can vary in length. Keep them on the short side. Aim for a maximum of 10 or 12 carefully worded questions, with ample space provided for writing answers.

Tips on Developing Surveys

- Know what you want to accomplish by sending out the survey.
- Provide a brief introduction.
- To maximize the number of completed surveys you receive, consider asking to have them returned by a certain date, picking them up or having a prize draw from those completed.
- Tie your questions in clearly with your specific objectives.
- Start with basic questions that are not too difficult to answer.
- Avoid making assumptions about what the individual knows. Be sure to include enough information so the person can answer the questions.
- Ask about the present situation before moving into the possible future.
- Provide lines for writing responses. The amount of space you leave after a question may determine how a person interprets the question.
- Avoid vague questions that may confuse people.

Do a Community Recreation Overview

To get a clear picture of the current structure for recreation in your community consider:

- role of the recreation committee
- criteria for appointment to committee
- relationship between committee and council and committee and community groups
- grants recently received
- existing bylaws, policies and agreements
- land use regulations
- budget and current expenditures

Compile a Resources Inventory

This inventory compiles information on existing programs, facilities and human resources.