

**NLSD#113 and Steering Committee Guidelines
For Hiring a Community & School Recreation Coordinator (CSRC)**

Background

The Northern Community & School Recreation Coordinator Program, through the direction of a Community Steering Committee, is committed to the provision of sport, culture and recreation programs after school, in the evenings, on weekends and at community & school special events. Membership can include six to eight community members with the desire to meet program objectives. Northern Lights School Division sites include a minimum of one administrator and one elected member from the School Community Council (SCC). In consideration of this vital direction setting role for recreation programs, and in light of the limitations to School Community Councils, clarification is needed on the role of the Community Steering Committee for the hiring process of CSRCs.

The following are guidelines for the role of the Community Steering Committee in the hiring process:

Recruiting: The Steering Committee must be given an opportunity to provide input on details of the advertisement, including qualities of a candidate that they would recommend for the CSRC position.

Interviewing: Interviews with applications are to be conducted by the school principal, school superintendent and area Board Member, as they would for any other school based position.

Discussion/ Decision: Prior to the offering of a position to any candidate, the results of the interviews are shared with the Steering Committee. Details relevant to the position of each candidate's interviews are to be presented. These details are shared on a confidential restricted basis. Discussion by the Steering Committee toward a consensus in making a decision to select the best candidate, as per the qualities identified in the recruiting state, would occur. No SCC member shall be present during the decision making process, as per statutory requirements.

Offer of employment: Is made by either the principal or superintendent, based on the discussion and recommendation of the Steering Committee.