

Northern Community & School Recreation Coordinator Program



Recruiting and Advertising for CSRC Position

(Information adapted from the Hiring a Recreation Professional Toolkit; SPRA & SARP; 2015)

1. 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.

2. Advertise the Opportunity

Getting your job posting to the right people will be the key to your success in recruiting a suitable candidate.

Qualified candidates can be found:

- Within the organization and community
- Other communities
- Other Provinces
- The Private or Non-Profit Sector

The Job Advertisement: The job advertisement should highlight the responsibilities of the position and include information from the job description that is presented in a way that will appeal to prospective employees. This can be an effective tool in marketing the organization. Be sure to include the following:

Job Title: Include the title of the open position. Job titles help communicate the scope of responsibility.

Position Description: Outline the key duties of the position and make it exciting. This will assist prospective candidates in learning about the position.

Knowledge, Skills and Abilities: What skills, academic/education and related work experience is expected for the position.

What the organization offers: Highlight what separates your organization or community from the others, and entice someone to want to apply.

Salary: Mentioning salary is important and may save the hiring committee valuable time. If salary and a benefit package are competitive, it may help to attract qualified candidates.

Respond to: Include contact names, phone numbers, physical and email addresses for candidates to obtain more information or to submit an application. Be consistent with this information and have one primary contact.

3. Where to Advertise

Advertising can be expensive so choosing a location to advertise from is important. Consider the following:

Newspapers & Radio: Local and regional newspapers and radio stations

Websites: Posting the position on the SPRA and S.A.R.P. website and the Municipal, RM or Band website

Job Sites: Provincial sites like (www.saskjobs.ca) is an excellent way of reaching a wide range of people

Publications: Posting positions through a newsletter, brochure or other promotional materials, or perhaps another organization's news bulletin

Word of mouth: Talk to people in other communities, recreation departments, or your local community organizations

Post-Secondary Institutions: Saskatchewan Polytechnic, University of Saskatchewan and University of Regina or Regional Colleges

Social Media: Facebook and Twitter

The Northerner, La Ronge, Saskatchewan, April 16, 2009

Jobs & Tenders



Lac La Ronge Indian Band

EMPLOYMENT OPPORTUNITY

Lac La Ronge Indian Band's Education, Training & Employment Branch is now accepting applications for the following term position based out of Bell's Point Elementary School (BPES) in La Ronge

COMMUNITY SCHOOL RECREATION WORKER (TERM POSITION)

The suitable candidate will be able to perform the following duties:

- Coordinate / work with local steering committee through regular school meetings, to develop, monitor and evaluate all aspects of the program, particularly the annual program;
- Coordinate and provide a variety of sports, recreation and cultural opportunities for students, their families and other community members;
- Develop and implement a communications plan or public relations strategy that increases community awareness of sports, recreation or cultural events and opportunities;
- Teach and apply principles, practices, and techniques of various sports, recreational or cultural activities;
- Ensure programming represents the community's initiative;
- Maintain a regular schedule as laid out in the program plan. This will include evening and weekend work;
- Complete all required reports and records of all transactions/statistics.

The suitable candidate will possess the following qualifications:

- Certificate in the Recreation field is preferred;
- Previous experience in the sports and recreation areas;
- Hold a valid First Aid/CPR certificate or be willing to obtain one in a timely fashion;
- Possess a valid class 5 driver's license and access to a reliable vehicle is preferred;
- Be willing to work flexible hours (including evenings and weekends) as required;
- Candidates who are hands-on, physically active and who promote a healthy lifestyle are encouraged to apply.

Permanent LLRIB employees are entitled to a complete benefits (pension and insurance) package, northern living allowance, housing allowance and relocation allowances, where applicable. LLRIB employees also receive service recognition awards.

Deadline for application: 4:00 pm, April 24, 2008

Submit cover letter and resume including three (3) professional references (excluding Chief and/or Councillors and one of which must be from your last employer) to:

Kevin Roberts, Human Resource Officer
Personnel & Staff Development
Box 480, La Ronge, Saskatchewan S0J 1L0
Phone: (306) 425-2183
Fax: (306) 425-2590
E-mail: (kroberts@llrib.ca)

LLRIB thanks all interested applicants; however, only those chosen for an interview will be contacted. The successful candidate will be required to undergo a criminal record check and child abuse record check. Please be advised applications received without the proper documentation may not be considered.

Please check the on-line advertisements at www.llrib.ca (click on HR/Employment" link or www.sask-jobs.ca (type in "La Ronge" in location dialog box).

CLASSIFIEDS WORK!
THE NORTHERNER, La Ronge, SK 425-3344

Jobs & Tenders

Churchill Community High School invites applications for a half-time / full time **RECREATION COORDINATOR**

Position involves afternoon, evening and weekend work
Salary is dependent on qualifications and experience. (15.00 - 22.00/hr)
Benefit package is in place.

The suitable candidate will be able to perform the following duties:

- Coordinate/work with local steering committee and school community staff through regular community meetings, to develop monitor and evaluate all aspects of the program, particularly the annual program;
- Coordinate and provide a variety of sports, recreation and cultural opportunities for students, their families and other community members;
- Ensure programming represents the communities initiative;
- Maintain a regular schedule as laid out in the program plan. This will include evening and weekend work;
- Complete all required reports and records of all transactions promptly and regularly.

Preference will be given to candidates with the following qualifications:

- Diploma in Leisure Studies or a combination of Grade 12 and experience in sports, leisure and cultural activities;
- Program planning skills;
- Organizational and time management skills;
- Communications and interpersonal skills;
- Computer and budget skills;
- Sensitivity to the North and it's diverse cultures;
- A valid Saskatchewan driver's license;
- Experience in sports, recreation and culture would be a definite asset.

Submit cover letter and resume (with three [3] professional references

and a current Criminal Record check to:

Churchill Community High School

Ken Gray, Principal

Bag Service #7500, La Ronge, SK S0J 1L0

425-2255 phone, 425-3955 fax

churchill@ntsd113.net

This job is open until the position is filled.

Please be aware that applications received without the proper documentation will not be considered. We thank all candidates for their interest, however only those successful for an interview will be contacted.

Northern Lights School Division #113 is an Affirmative Action Employer and has an approved Education Equity Plan.

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Gordon Denny Community School
Invites applications for a full-time
Community & School Recreation Coordinator

Position involves afternoon, evening and weekend work
Salary is dependent on qualifications and experience (15.00 – 22.00/hr)
Benefits Package is in place.

The suitable candidate will be able to perform the following duties:

- Coordinate/work with local steering committee and school community staff through regular community meetings to develop, monitor and evaluate all aspects of the program, particularly the annual program;
- Coordinate and provide a variety of sports, recreation and cultural activities for students, their families and other community members;
- Ensure programming represents the communities initiative;
- Maintain a regular schedule as laid out in the program plan. This will include evening and weekend work;
- Complete all required reports and records of all transactions promptly and regularly.

Preference will be given to candidates with the following qualifications:

- Bachelor's Degree in Physical Education/Recreation/Kinesiology, Diploma in Leisure Studies or a combination of Grade 12 and
- Experience in sport, leisure and cultural activities;
- Program planning skills;
- Organizational and time management skills;
- Communications and Interpersonal skills;
- Computer and Budget skills
- Sensitivity to the North and it's diverse cultures;
- A valid Saskatchewan driver's license;
- Ability to speak Cree would be a definite asset.

Submit cover letter and resume (with three {3}) professional references and current criminal record check to:

Gordon Denny Community School
Sean Lockwood, Principal
Bag Service #7300, La Ronge, SK SOJ 1LO
(306) 425-2997 phone, (306) 425-2266 fax
seanlockwood@nlsd113.net

This Job is open until the position is filled.

This job is a temporary full-time position lasting until January 10, 2011 with the possibility of becoming permanent. Please be aware that applications received without the proper documentation will not be considered. We thank all candidates for their interest, however only those successful for an interview will be contacted.

Northern Lights School Division #113 is an Affirmative Action Employer and has an approved Education Equity Plan.

Job Opportunity

The Ile-a-la-Crosse School Division No. 112 invites applications for:

COMMUNITY SCHOOL RECREATION CO-ORDINATOR

The Community School Recreation Co-ordinator will be working closely with the School to provide leadership in integrated recreation services for children, youth, families, and community members within the Community School in the areas of recreation, education, arts and crafts, and culture. This is a full time position beginning as soon as possible.

The successful applicant will:

- Work with school administration, teachers, parents and community members as a team
- develop and ensure all aspects of recreation including the development of the Community School Recreation Plan
- enhance community and school relations
- co-ordinate in-school, after school and evening programs
- assist in developing a positive, supportive school climate
- identify and establish partnerships with other recreation service providers and other community agencies to develop and coordinate integrated recreation activities for students and their families and the community

Qualifications for the position are as follows:

- Grade 12 Diploma
- Recreation and Leisure Management certificate or equivalent post-secondary education
- First Aid/CPR Training
- Ability to work with individuals, groups and as a team
- Coaching Training
- Supervisory training/experience
- Experience in an educational setting
- Strong oral/written communication skills computer skills
- Valid drivers licence

The Ile-a-la-Crosse School Division appreciates the interest of all applicants, however, only those candidates selected for an interview will be contacted. Due to the recent CUPE agreement put in place this year, internal candidates shall be considered first. Resumes and references, are to be submitted no later than Friday, December 2, 2005 by 4:00 p.m. to:

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Churchill Community High School

requires a

Recreation Coordinator

Full-time, term position from November 1, 2005 to July 31, 2006. Position involves afternoon, evening and weekend work.

Salary is dependent on qualifications and experience.

A benefit package is in place.

For details contact the Principal at 425-2255.

Mail or drop off your application including cover letter, current criminal record check, resume and three current references by **October 26, 2005** to:

Ken Gray, Principal
Churchill Community High School
Bag Service 7500
La Ronge, SK S0J 1L0

Northern Lights School Division #113 is an Affirmative Action Employer and has an approved Education Equity Plan. People of Aboriginal ancestry are encouraged to apply.



Meadow Lake School
Division #66



ACTIVITIES COORDINATOR

Jubilee and Lakeview Elementary Schools, Meadow Lake, SK

Jubilee Elementary and Lakeview Elementary schools require a full-time activities coordinator, effective August 29, 2005. This leadership position will work with the principal to assist in organizing and delivering activities at both schools. This includes working with students and will include after-school and evening programs. The successful applicant shall have post-secondary education or experience in the field of education and community development.

For more information contact Joanne Gislason, Principal, Jubilee Elementary at 236-4491 or Terry Craig, Principal, Lakeview Elementary at 236-5810. Applications, including references and transcripts of marks, should be e-mailed, faxed or mailed to the address below on or before June 1, 2005.

Glen Winkler, Director of Education
Meadow Lake School Division #66
606 5th Avenue West
Meadow Lake, SK S9X 1A9
Phone: (306) 236-5614
Fax: (306) 236-3922
E-mail: div.office_mlsd@saskschools.ca

For more information on schools in the Meadow Lake School Division please see our website at www.mlsd66.ca. The successful applicant will be required to submit a satisfactory criminal records check as a condition of employment.

Thank you to all who apply. Only those to be interviewed will be contacted. Meadow Lake School Division No. 66 is an affirmative action employer and invites applications from persons of Indian ancestry (SPA 35/87).