

Northern Community & School Recreation Coordinator Program



Reference Checks and Job Offer

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

1. Evaluate the Interview

During each interview, hiring committee members should take detailed notes of each candidate's responses. These notes can be evaluated individually and then review the results as a group.

2. Discussion/ Decision with Steering Committee

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.

3. Check References

Checking references is an opportunity for the hiring committee to verify the information provided at the interview. Candidates should be prepared to provide three references, generally two professional references and one personal reference.

Sample Reference Questions:

- In what capacity do you know (name of candidate)?
- What is your opinion of (name) skills in terms of his/her ability to deliver recreation programs within their current/previous position?
- Did (name) supervise other employees? How effectively?
- How did (name) handle conflict? How about pressure? Stress?
- Did you evaluate (name) performance? Can you speak to his/her strong points? Weak points?
- What was (name) biggest accomplishment while working for your organization?
- Can you describe his/her experience working as a team member?
- Is there anything you would like to share with me?
- If you had the opportunity, would you re-hire (name)?

Criminal Record Checks

Completion of criminal record and vulnerable sector checks are not a requirement of the hiring process. However, since the Recreation Professional, through their work responsibilities, is frequently in contact with children and is responsible for public resources, it is recommended that candidates be required to complete criminal record and vulnerable sector checks as a condition of employment. It is recommended that contact be made with your local RCMP or Police detachment for more information.

4. Negotiate the Job Offer

The committee should be prepared to negotiate on the following as their authority permits:

- Salary and benefits
- Vacation allowance
- Overtime and mileage rates
- Start date
- Hours of work
- Work location
- Moving expenses

5. Offer of Employment

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

It is important for the Steering Committee to clearly communicate the expectations they have for the CSRC in all aspects of their position. The Supervisor plays a key role in aligning the expectations of the Steering Committee with the policies of the employer to provide clear and consistent messaging to the CSRC.

Sample Letter of Offer

_____ (date)

RE: Community & School Recreation Coordinator

Dear _____,

At this time I would like to offer you the above named position. This is a full-time term position, based on available program funding, starting on _____, 20__ and ending _____, 20__. All details of this position as described in our Employee Human Resource Policy will be shared as part of your orientation work. The immediate detail is as follows:

- This position is located at _____.
- Hours of work shall be 8 hours/day to a maximum of 40 hours per week.
- Hours of work to be determined in consultation with the Steering Committee.
- Employees will be paid on _____ basis. The rate of pay for this position is \$_____ per year.
- The number of vacation days to which the employee is entitled is calculated as _____ per month worked.
- Sick leave is accumulated at the rate of _____ per month per year.
- Each full-time, permanent employee must serve a probationary period of _____ months. During the probation period, a full-time employee will be evaluated during _____ months of employment. Continued employment is dependent upon a successful evaluation.
- The Benefits package as outlined in the Employee Human Resource Policy will commence _____ (when).
- Full-time, employees are required to submit a completed Criminal Record Check.
- The job description is attached for your review.

If you have any further questions, please feel free to call me. I look forward to receiving your reply by _____.

Yours truly,

Education Director/Superintendent; or Principal; or General Manager; or...

Attached: CSRC Job Description