

Northern Community & School Recreation Coordinator Program



NC&SRCP Annual Self-Evaluation

Community:		School:	
Date:			

Overview:

The Annual Self-Evaluation is intended to provide a framework for Steering Committees (led by the Steering Committee Chair) to reflect and discuss the overall impact of the program. By reviewing the roles and responsibilities of the key parties involved in implementing the program, this evaluation aims to provide a current state summary, as well as, outline agreed upon actions for improvement.

Through an open and honest approach to self-assessment, the following considerations can be assessed:

- The ability to meet minimum standards of management, accountability and supervision of the employee.
- Adherence to the purpose and objectives of the program and the contracted obligations.
- Development of sport, culture & recreation programs to targeted audiences.
- Adherence to the budget and expenditure guidelines.

Directions:

- 1) All Program Partners should review and be familiar with the self-evaluation tool.
- 2) Encourage members to individually think about and collect evidence to be used in the examples section.
- 3) Develop initial ratings based on outcomes and known examples.
- 4) Arrange a meeting of the Steering Committee specifically to review the tool and initial ratings. Allow time for questions and discussion. Facilitate discussion about appropriateness of rating and strive for consensus from the team on a final rating.
- 5) Record suggested actions for improvement based on previous discussions.
- 6) **Sign and submit self-evaluation tool to NSCRD by May 30th.**

Signatures:

Employer:	Name	Community Partner:	Name
	Signature		Signature
Supervisor:	Name	CSRC:	Name
	Signature		Signature

EMPLOYER

Outcomes	Suggestions for Improvement	Rating
Payroll, remittance and benefits are administered for the CRSC position using most recent salary grid (or equivalent NLSD#113).		
Financial administration for program expenses within spending guidelines.		
Full expenditure of grant and Financial Report provided to the NSCRD.		
Signing of and submission of Annual Agreement .		
Completion of employee performance evaluation and annual pay increments for CSRC (pending available funding and employer policies).		

STEERING COMMITTEE / COMMUNITY PARTNER

Outcomes	Suggestions for Improvement	Rating
Establish a regular meeting schedule. It is recommended that the Steering Committee meet monthly to fulfill their mandate.		
Identify local needs and priority target groups through ongoing input systems unique to each community.		
Gather input from the community to create a community-based NC&SRCP Annual Program Plan – this is recommended to be achieved through an annual Community Input Meeting .		
Monitor and evaluate the progress of the Annual Program Plan and provide ongoing direction, support and intervention if required.		
Ensure the CSRC is adhering to the reporting requirements, purpose and objectives of the program.		
Approve the budget and expense of funds in accordance with the Annual Program Plan and community needs.		
Conduct a Self Evaluation of the NC&SRCP using the template provided by the NSCRD.		
Submit a Steering Committee Activity Form to the NSCRD after each Steering Committee meeting throughout the year.		
Collaborate on a Summer Program & Supervision Plan prior to the closure of school for summer holidays. Provisions may need to be made so that the CSRC continues to be supervised and have access to the school, equipment and program budgets all year long.		

MANAGER / DIRECT SUPERVISOR

Outcomes	Suggestions for Improvement	Rating
Be well versed on the purpose and the objectives and take on the local management of the program.		
Ensure human resource practices are adhered to, in consultation with the Community Partner and on behalf of the employer.		
Orient the CSRC to their respective work environment, staff, employment expectations and human resource procedures as per employer policies.		
Oversee and support the CSRC's responsibilities to provide programs and services using community and school assets.		
Provide budget updates to the CSRC and Community Partner on an ongoing basis.		
Provide direct supervision to the CSRC including ongoing monitoring, feedback and formal / informal evaluations.		
Provide access to and encourage professional development training for CSRC's.		
When available, attend and participate in the NC&SRCP training events. Note: Attendance at the NC&SRCP Fall Orientation is mandatory for all Supervisors.		
Ensure the provision of adequate workspace, office equipment (min. telephone, computer, internet access) and administrative supplies for the CSRC. Program funds cannot be used to cover costs of these admin requirements.		

COMMUNITY & SCHOOL RECREATION COORDINATOR

Outcomes	Suggestions for Improvement	Rating
To adhere to the purpose and objectives of the NC&SRCP.		
To participate in the required training sessions facilitated by the NSCRD and seek out other potential professional development opportunities.		
To gather input towards the creation of an Annual Program Plan. Ensure programs developed represent the benefits of sport, culture, and recreation and are based on the needs of the community.		
To facilitate the delivery of community-based sport, culture & recreation programs after-school, evenings and weekends based on the Annual Program Plan.		
To promote and communicate program plans to encourage participation of community members.		
To report to and work with the Steering Committee through regular meetings to develop, monitor, budget and evaluate all aspects of the program.		
To prepare monthly, interim and final reports for the Steering Committee and program funding agencies as required.		
To establish and maintain community partnerships. Work cooperatively with community members and organizations to encourage and enable them to design, lead and volunteer with programs.		
To recruit, coordinate, and recognize volunteers.		
To provide opportunities for leadership and skill development for community members.		
To maintain a full-time regular work schedule and record of hours worked, in concert with employer policies and as dictated by the program objectives and annual program plan. This must include the provision of programs and events outside of normal school hours and operating year.		
To complete daily records and program statistics and communicate regularly with NSCRD.		