

Northern Community & School Recreation Coordinator Program



Leader Recruitment Letter for Parents

(Source: Adapted from SPRA – Creating Quality Programs, Manual to Support the Afterschool Time Period)

CSRC

Telephone:

Email:

Date:

Dear Parent / Guardian:

Re: After-School Time Period (ASTP) Program Leaders and Helpers

As part of the _____ program, we would like to emphasize the importance of active and creative lifestyles. We are looking to start a new after-school program for children, which is run by parents and the local community that focuses on being active, creative and having fun. In order to begin our program, we are looking for volunteers to assist with the after-school program at _____ . There is a variety of activities to offer for the children including: _____ .

We will provide support and assistance for those interested in leading/helping with programs and would encourage you to come along and be part of our after-school program. No previous experience is necessary – just an interest in working with children. Below is a listing of potential roles and responsibilities, please let me know if you are interested.

I look forward to hearing from you.

Kind regards,

Name:

Title:

Leader Roles and Responsibilities:

- Record numbers and ages in attendance
- Plan an activity (based on your skills and interests – or activity plans can be obtained from CSRC)
- Facilitate the activity during a planned schedule of time
- Ensure equipment and supplies are available (contact CSRC), used appropriately and put away
- Ensure the safety and supervision of participants during the session
- Record and report any accidents or incidents