

Northern Community & School Recreation Coordinator Program



Steering Committee Direction & Support

CSRC Roles	Community Specific Discussion	Steering Committee Direction (based on community needs and employer policy) Provide answers to questions to CSRC:
Maintain a regular work schedule and record of hours worked, in concert with employer policies, program objectives and annual program plan. This must include programs and events outside of normal school hours and operating year.	What are the required hours and days of work (full time)? How should the CSRC manage extra time (lieu)?	
	How is the CSRC expected to track and report their work schedule and hours to the direct supervisor?	
Understand expectations of Steering Committee and employer human resource policies.	Where is the CSRC office located and what equipment /supplies are available for their use?	
	Are there any limitations/policy the CSRC should be aware of for use of school/community facilities & equipment?	
Ensure programs developed represent the benefits of sport, culture, and recreation and are based on the needs of the community.	How is the CSRC expected to determine what the community needs are?	
Promote and communicate program plans to encourage participation from students, their families, and other community members.	What are the best methods for promoting and communicating programs in your community?	
Coordinate and work with the Community Steering Committee through regular meetings to develop, monitor, budget and evaluate all aspects of the program.	What information is important for the CSRC to report to Steering Committee each meeting regarding programs?	
	How do you expect the CSRC to assist with the coordination of Steering Committee meetings?	

Coordinate/or provide a variety of community based sport, culture and recreation opportunities for community members (considering accessibility to age groups, skill levels, gender, etc.).	<p>What considerations are important to make programs accessible that the CSRC needs to address when designing program?</p> <ul style="list-style-type: none"> -Provide transportation? -Provide food? -Free of charge? -Location of programs? 	
	<p>Who is the primary target group a CSRC should consider when designing programs?</p> <ul style="list-style-type: none"> -Age? -Gender? -At risk? -Families? 	
	<p>Where are the biggest gaps in current opportunities that the CSRC should attempt to fill with programs?</p> <ul style="list-style-type: none"> -Sport programs? -Culture programs? -Recreation programs? -Leadership programs? 	
	<p>What types of programs are needed most in the community?</p> <ul style="list-style-type: none"> -Drop in / unstructured? -Workshop? -Special Events? -Competitive? -Clubs/ Special Interest Groups? -Regular/Ongoing 	
	<p>What is the policy for getting approval and requesting program expenditures?</p>	
Work cooperatively with community members and organizations to encourage and enable them to design, lead and volunteer with programs.	<p>What community members/organizations is it important for the CSRC to work with and form partnerships?</p>	
Recruit, coordinate, and recognize volunteers.	<p>What is your strategy for increasing volunteerism in your community?</p>	
Provide opportunities for participatory and or leadership skill development.	<p>What skills or leadership opportunities are needed in the community?</p>	
Participate in the required Education and Training sessions administered by the NSCRD.	<p>Will a Steering Committee member attend trainings with the CSRC?</p>	
	<p>What other education and training opportunities are needed by the CSRC / Steering Committee?</p>	