



## RECREATION DEPARTMENT HIRING POLICY

### PURPOSE

- 39.1 To provide guidelines for the Municipality of Shelburne's Recreation and Parks Department that establish the minimum standards for quality leadership for our programs and services.

### POLICY

- 39.2 The Municipality of Shelburne's Recreation and Parks Department is committed to ensuring that the leadership of our programs is of the highest quality. Hiring criteria for staff and volunteers of children's programs require that candidates demonstrate: interest in children, an understanding of child development, a caring attitude, experience working with children and recognized certification in first aid.

### **39.3 Procedures for Hiring Summer Staff**

1. The Recreation Coordinator in conjunction with the Director of Recreation and Parks will establish positions, job descriptions, job requirements and application deadlines.
2. Jobs will be advertised in the MDS newsletter, website and social media, and local newspaper as least one month prior to application deadline.
3. Applicants will be requested to submit a resume and cover letter.
4. Short list applicants and set up interviews. Applicants not selected for an interview need not be notified.
5. For programming positions conduct a practical interview, followed by verbal interviews using the "Interview Questions for Summer Staff". For all other positions a verbal interview will be conducted.
6. Practical and verbal interviews will be conducted to provide an opportunity of staff to observe and question candidates on their knowledge, skills and ability to create welcoming and safe environments, interact positively with children, effectively lead activities, and provide a quality program experience.
7. Rank all candidates interviewed from most to least suitable.
8. Contact at least two references for candidates who have not previously been employed or volunteered with the Recreation Department.

9. Formal evaluations will be checked for those who worked or volunteered with the Recreation Department in the past.
10. Contact successful candidates by phone as soon as possible. If they do not accept the position immediately allow until the next day for a response. Unsuccessful candidates are to be contacted when positions are filled, but their application is to be kept on file.
11. Confirm successful candidates and request the return of completed pertinent paperwork:
  - 11.1 Signed Letter of Offer with terms of employment (All Staff)
  - 11.2 Payroll Forms (All staff)
  - 11.3 Driver's Abstract (Program Coordinators and Swim Program Coordinator)
  - 11.4 Child Abuse Registry Search Form (All Staff)
  - 11.5 Request for Criminal Record Check (All Staff)
  - 11.6 Proof of all certifications (All Staff)

Advise the candidate that they cannot be employed until all paperwork is completed, and they have passed all required screenings.

12. If no suitable candidate applies or accepts a position, then it may be necessary for staff to recruit potential candidates beyond the application deadline. All other steps must be followed.
13. Returning staff may not be required to complete the interview process. This will be considered on a case-by- case basis as deemed appropriate by the Recreation Coordinator and Director of Recreation & Parks based off previous staff evaluations.

#### **39.4 Procedures for Hiring Casual, Part-time, or Seasonal Staff**

1. The Director of Recreation and Parks in conjunction with the Recreation Coordinator will establish positions, job descriptions, job requirements and application deadlines.
2. If deemed necessary by the Director of Recreation and Parks, positions will be advertised on our Municipal website, social media sites and MDS newsletter, as well as the local newspaper.
3. If deemed necessary by the Director of Recreation and Parks, applicants will be short listed, and interviews will be set up. Applicants not selected for an interview need not be notified.
4. Rank all candidates interviewed from most to least suitable.
5. Contact at least two references for unknown candidates. Check evaluations of those having worked or volunteered with the department in the past.
6. Contact successful candidates by phone as soon as possible. If they do not accept the position immediately allow until the next day for a response. Unsuccessful candidates are to be contacted when positions are filled, but their application is to be kept on file.
7. Confirmed successful candidates and request the return of completed pertinent paperwork:
  - 8.1 Signed Letter of Offer with terms of employment (All Staff)

- 8.2 Payroll Forms (All Staff)
- 8.3 Child Abuse Registry Search Form (All Staff)
- 8.4 Request for Criminal Record Check (All Staff)
- 8.5 Proof of all certifications (All Staff)

Advise the candidate that they cannot be employed until all paperwork is completed and they have passed all required screenings.

- 8. If no suitable candidate applies or accepts a position, then it may be necessary for staff to recruit potential candidates beyond the application deadline. All other steps must be followed.

### **39.5 Procedures for Volunteers**

- 1. The Director of Recreation and Parks in conjunction with the Recreation Coordinator will establish volunteer positions and descriptions.
- 2. Recreation Coordinator and/or Director of Recreation & Parks will meet with all volunteers to review responsibilities, department policies and procedures and provide any necessary training.
- 3. Volunteers will need to complete screenings, if appropriate, including children abuse registry check and police record check.
- 4. Volunteers will need to provide proof of all relevant certifications.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Recreation Department Hiring on the 28<sup>th</sup> day of May, 2018.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2018

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WARDEN

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

Approved by Council: May 28, 2018

Effective Date: May 28, 2018

