



Paid Co-ordinator Employment Procedure

February 2013

Policy

CONSTITUTION OF THE NORTH SHORE PLAYCENTRE ASSOCIATION AS PASSED AT THE SPECIAL MEETING HELD ON THE 23rd OF JUNE 2009 .

42. *Each Playcentre may nominate preferred candidates for a Paid Coordinator position in their centre. Final approval will be given by the Association Management Team.*

Procedure

1. Centres are required to follow this procedure and use the documentation provided by the Association to ensure the employment process is legally compliant. Centres should contact the HR Manager for guidance on this process and the employment procedure for a Paid Coordinator
2. Submissions to employ a Paid Coordinator must be received at Headquarters one week prior to the Management Team meeting using the Request for a Paid Co-ordinator Form. Submissions are reviewed at the Management Team meeting.
3. The HR Manager will advise the Centre of the outcome of the Management Team meeting.
4. If the request is successful, the HR Manager will begin the recruitment and appointment process.
5. If no potential Paid Co-ordinator is suggested by the centre, the HR Manager will advertise the position. The HR Manager will manage expressions of interest and interviews of applicants. The HR Manager (in consultation with the Centre) will recommend a preferred applicant for the position. The HR Manager will submit a report to the Management Team informing them of the impending employment of a Paid Coordinator at the specific centre.
6. The HR Manager will appoint employees to the Paid Coordinator position, in accordance with Association Employment Policy with Management Team approval. The HR Manager will inform the unsuccessful candidates and confirm Paid Coordinator employment in writing to the Centre. All employment documentation will be provided to the successful applicant by the HR Manager.
7. The Paid Coordinator will complete a wages claim form, verified by the Centre and will submit this to HQ to be approved for payment by the Vice President on a fortnightly basis.

8. The Accounts Manager will invoice the Centre for the wages for the Centre's Paid Coordinator that have been paid by the Association.
9. Centres who employ a Paid Coordinator agree to fulfil the Centre Responsibilities set out below.

Centre Responsibilities

1. Understand the role of the Paid Coordinator - Ensure the tasks requested of the Paid Coordinator are within the duties of the position. The Job Description will be provided by the HR Manager. Any variations to this must be discussed with the HR Manager and agreed by the Management Team.
2. Maintain a good employment relationship with the employee - Centre members are individually responsible for the maintenance of a good employment relationship with the Paid Coordinator. Any concerns or performance issues relating to the Paid Coordinator must be referred to the HR Manager or Vice President of the Management Team.
3. The centre must provide someone responsible for the orientation and support of the Paid Coordinator - This role is usually carried out by the Centre President. A detailed outline for this will be provided by the Human Resources Manager.
4. The centre must provide the Paid Coordinator with the following
 - Contact details of relevant centre members
 - Copy of the rosters
 - Up to date information
 - Weekly newsletter or current Centre news
 - Duty swaps
 - Any changes to the running of the centre, including revised and new policies.
5. Orientation into the centre should include
 - Health and Safety procedures relevant to the centre, to the adults working on the premises, and any specific information relevant to the health and well-being of centre members (both children and adults)
 - Centre policies
6. Provide input and feedback as required to the Vice President who will complete annual appraisals on the Paid Coordinator.
7. At the point where the centre believes it no longer requires a Paid Coordinator it must advise the HR Manager and Vice President of the Association who will take the appropriate action as the employment relationship is between the Paid Coordinator and the North Shore Playcentre Association.

Procedure Accepted: Association Meeting, February 2013

Review Date: End of T2, 2013