



## Reading Recreation Commission

**Mission Statement:** to provide a mechanism to adequately and efficiently maintain community recreation services and facilities and to organize, manage and supervise recreational and educational programs, with a primary focus and emphasis on programs for youth, within the political boundaries of the City and the School District

November 15, 2011

Selection Committee Meeting

Reading Recreation Commission \*\*\*\*\*

Selection Committee Members ( Executive Director ): Jim Washington, John Santoro, Mike Schorn and Sue Landes.

Sue opened the meeting at 6:05 PM. She stated that the job description for an Executive Director has been posted on the Pennsylvania Park & Rec website. She stated that she had just returned from the National Conference in Atlanta, and that it was job # 1 listed at the convention informational network. A few other discussion points included:

- December 5th is the deadline for receiving applications and/or resumes;
- Mike stated that this same AD will be posted in the Reading Eagle on Nov 17 and 20;
- Also, Sue indicated that the (8) state colleges and/or universities that offer Recreation as a major field, have also been notified of this opportunity;

Sue provided a packet of blank information forms that can be used to follow the initial application, should the candidate be selected beyond the first round of screening. A telephone interview was suggested, but that met with some negative reaction - at least in the initial stages of interviewing;

- Mike said that he would copy all application material and forward to other committee members prior to our first screening date;
- We will meet at 5:15 PM on December 13th here at the RSD Board Room; we will meet as an entire Board at 7:00 PM, our third meeting of the year;
- Informational forms include: reference check, educational confirmation, as well as an experience profile. Mike was asked to copy a letter to all applicants, informing them of receipt of their information, and that we will be in touch at a later date;
- Sue will draw-up a questionnaire to be used during the personal interview process. Thinking here is consistency for each candidate. A time period of about an hour should be devoted to each candidate;
- Initial screening should reduce total to about (6) semi-finalists;
- Interviews will be scheduled by Sue or Mike; time frame is 6,7:15 and 8:30;
- December 19th and 21st are the tentative dates; City HR will hold the applications and forward them ( unopened ) to Mike; discussion of travel reimbursement for applicants will be re-visited.

Respectfully submitted,

Mike Schorn, Liaison  
Reading Recreation Commission