

The Insider Hire SOP

Staff your service from inside the building you already serve

THE PLAY (ONE LINE)

When you deliver a service inside somebody else's environment, recruit your delivery staff from the people already in that environment — and pay them.

Why this matters

"We actually hire teachers from that school to be the coaches in our program... they automatically know how to handle that, because that's what they're doing all day, every day. That's really been a saving grace."

— Melyssa Jaskiewicz, Executive Director, Leveling the Fields

Three things happen in one hire. Money goes back into a teacher's pocket. Authority is pre-established, because the kids already know the hierarchy. And classroom-management skill transfers for free — you did not train it and you are not paying to build it.

24%

of C-suite execs
are women

94%

of those women
played sports

2x

more SC boys than
girls in HS sports

4 hrs

coach training
before the season

The 6 steps

1

Name the environment you are already inside

List every place you deliver work that belongs to somebody else — a campus, a client office, a property, a venue. For each one, write down who is already in that room doing adjacent work.

2

Ask the host before you ask the person

Get the principal, property manager or GM to bless it first. Recruiting off a partner's floor without permission turns your best account into your angriest one.

3

Write it as a paid job with a defined season

Hours, dates, rate, who they report to — in writing. Melyssa: "We have paid hired structured programming... we pay our coaches." Paying turns a favor you cannot schedule into a shift you can.

4

Run the background check your jurisdiction requires

In South Carolina that is a SLED check, the state police record check. Yours may be Live Scan, DBS, an MVR pull or a license verification. Run it yourself even if the host already cleared them — your insurer wants your file, not theirs.

5

Train them on your program, not their job

Leveling the Fields runs a four-hour training before every season. The insider brings crowd control for free; they do not bring your curriculum, your safety protocol or your incident reporting.

6

Say out loud what the role is not

Insiders get the paid roles, so give everyone else a real door: a one-off event, a seasonal camp, the mailing list. "We're not your typical show up, pack a bag... and then leave." Say it up front, not after they apply.

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Your worksheet

Fill this in before you post the role anywhere.

The environment I deliver inside: _____

The role I keep hiring out for: _____

Who inside that building already does adjacent work: _____

Who I have to ask first (host / gatekeeper): _____

Rate and season length I can commit to: _____

The background check my jurisdiction requires: _____

What my pre-season training has to cover: _____

Run-the-play checklist

- | | |
|--|--|
| ☐ Host said yes, in writing | ☐ Role posted inside the building |
| ☐ Rate + season dates agreed | ☐ Background check ordered |
| ☐ Background check cleared | ☐ Pre-season training booked |
| ☐ Insurer told about the new hire | ☐ Outsider path published |
| ☐ Second-order wins written down | ☐ Renewal date on the calendar |

BONUS PLAY — ANSWER FASTER

A volunteer told Melyssa she once waited almost a year for a shelter to call her back, and never went back. Leveling the Fields staffed a volunteer manager and now answers “within a couple of hours.” Put the same clock on every non-revenue inbox you own: applicants, partners, donors, referrals.

The full episode

<https://unscriptednonprofit.com/melyssa-jaskiewicz-leveling-the-fields-girls-sports-pipeline/>

<https://unscripted-green-non-profits.castos.com/episodes/94-of-women-execs-played-sports-melyssa-jaskiewicz>