

Summer Staff Evaluation Form

City of St. Albert

Date: _____ Name: _____

This evaluation will be looking at the following areas:

1. Team Leadership Assessment-this looks at your skill level to work as a team.
2. Personal Goals based on your Personal Contract– this is based on the Answers to your Personal Contract questionnaire.
3. Department’s Expectations – based on the Mission Statement for the Community Services Department, staff conduct expectations, following all procedures – safety, off area, medication, special needs, emergency, fire, missing or lost participants, vehicle, FOYP.
4. Summer Recreation Leader Job Description

1. Team Leadership Assessment Questions:

Believes in and demonstrates the importance of a team atmosphere and working relationship:

- Helps to get the team going again if stuck ie. Helps to find a game that would be effective for a specific age group
- Helps to maintain a high level of team moral ie. Acknowledges accomplishments and when an individual in the team has “tried hard” to make something work
- Respects the other team members opinions and values
- Is open to feedback and constructive criticism

2. Personal Goals based on Your Personal Contract:

Did you want to add anything?

3. Recreation Departments Expectations:

How well do you exemplify an understanding and see the importance in the expectations of the following areas?: Mission Statement, staff conduct, safety procedures, off area procedures, medication procedures, special needs procedures, emergency procedures, fire procedures, missing or lost participant procedures, vehicle procedures and FOYP.

4. Summer Recreation Leader job requirements

How well do you complete the role of Summer Recreation Leader? Includes areas such as:

- developing activities that suit the needs of the participant
- exemplifies inventiveness and imagination in designing activities
- actively participates in activities
- structures time well

- completes appropriate planning and evaluation requirements



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