

RECREATION STAFF PERFORMANCE EVALUATION

City of St. Albert

Employee: _____

Position: _____

Date: _____

GENERAL PERFORMANCE

This section evaluates the employee's maturity and ability to work with other adults and children.

The Employee:

- ?? Demonstrates professional behavior (punctual, reliable).
- ?? Responds willingly to supervision, feedback.
- ?? Maintains confidentiality, respects others.
- ?? Cooperative amongst staff.
- ?? Understands objective and philosophy of program.
- ?? Displays a positive attitude and interest in the position and program.

INTERPERSONAL EFFECTIVENESS

This section evaluates the employee as a helper: determines their ability to form healthy relationships.

The Employee:

- ?? Is willing and capable of listening to others.
- ?? Displays an approachable style/manner to participants and parents.
- ?? Role models desirable.
- ?? Cooperative amongst staff.
- ?? Understands objective and philosophy of program.
- ?? Displays a positive attitude and interest in the position and program.

PROGRAMMING

This section evaluates the employee's ability to design and implement activities which foster interest and personal development.

The Employee:

- ?? Develops activities that suit the needs of the participants.
- ?? Exemplifies inventiveness and imagination in designing activities.
- ?? Has the necessary skills to carry out activities.
- ?? Has the ability to identify and access personal and community resources.
- ?? Actively participates in activities.
- ?? Structures time well.
- ?? Manages behavior that is or may be harmful to self and others.
- ?? Ensure the safety of participants at all times.

ADMINISTRATIVE/ORGANIZATIONAL

This section evaluates the employee's ability to manage a program in terms of administration and organization.

The Employee:

- ?? Completes daily plans that reflect quality service in response to participants interest/needs.
- ?? Completes weekly plans that reflect the program.
- ?? Completes volunteer evaluations.
- ?? Completes necessary documents daily with other staff.
- ?? Completes final reports from the program.
- ?? Requests required material in advance of required date.

SUMMARY

This section provides the employee with a summary of critical areas for consideration.

Strengths:

Areas for Improvement:

General Comments/Recommendations:

Employee Comments:

Employee

Date

Supervisor

Date



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