

Community Recreation Director Performance Appraisal Template

EMPLOYEE NAME: _____ DATE OF REVIEW: _____

COMMUNITY: _____

STANDARDS	TASKS	ASSESSMENT	PLAN OF ACTION
<u>ADMINISTRATION</u> Provide council with monthly reports.	- develop monthly recreation reports and present at monthly council meeting.		
Maintain program evaluation records.	- documents and evaluates programs for future reference.		
Prepares and monitors annual recreation budget.	- reviews prior year’s budget. - forecasts revenues and expenditures and submits draft budget to council. - maintains up to date and accurate financial records. - monitors annual budget.		
Keeps up to date on grant and funding opportunities.	- reviews current grants and resource manual from Manitoba Culture, Heritage & Tourism. - applies for appropriate grants within required time frames.		
<u>PROGRAMMING</u> Assess community needs on an on-going basis.	- delivers and analyses a community needs assessment. - communicates regularly with residents for feedback and suggestions.		
Supports community groups and organizations in the development and delivery of recreation programs.	- networks with community organizations that provide recreation and wellness services through meetings, sharing of information and resources. - assists clubs and organizations in their development. - supports existing clubs and organizations. - attends meetings on behalf of the community in areas of recreation and wellness and program development.		
Planning.	- completes annual recreation plan and presents to council. - monitors and evaluates annual plan on a quarterly basis. - completes longer term plan (3-5 years) and submits to council. - monitors and evaluates long term plan.		
Develops, promotes and delivers a variety of recreation opportunities.	- ensures programming for both females and males. - ensures a variety of opportunities are available - physical, artistic, cultural, educational and social. - ensures programs are available for all ages. - promotes programs and opportunities through newsletters, posters and school.		
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<p><u>FACILITIES AND EQUIPMENT</u> Ensures that safety precautions and regulations are followed in the maintenance and programming of recreation areas and facilities.</p>	<ul style="list-style-type: none"> - ensures updated emergency contact lists and procedures are posted through the facilities. - does a monthly walk through of facilities identifying any safety hazards. - provides a written report of unsafe recreation facilities/areas to council immediately on discovery. - ensures proper safety equipment is used in all activities. - ensures safety rules are followed during program delivery. 		
<p>Co-ordinates scheduling of recreation facilities and areas.</p>	<ul style="list-style-type: none"> - develops monthly schedules for recreation facilities. - ensures fair treatment of all groups and organizations when scheduling. 		
<p>Responsible for purchasing, maintenance and safekeeping of all recreation equipment.</p>	<ul style="list-style-type: none"> - maintains inventory of all equipment. - maintains record of equipment damaged and repairs required. - purchases equipment needed within limits of purchasing authority & obtain council approval for needs that exceed limit. 		
<p><u>VOLUNTEER MANAGEMENT</u> Consults and assists the recreation committee in the development and delivery of recreation opportunities.</p>	<ul style="list-style-type: none"> - makes and distributes agenda for monthly recreation committee meeting. - facilitates monthly recreation committee meeting. - follow-up on decisions made at recreation committee meetings. 		
<p>Recruits and supports community volunteers.</p>	<ul style="list-style-type: none"> - orientation and training of volunteers. - develops volunteer job description. - identifies and contacts potential community volunteers. - develops a volunteer recognition program. - provides opportunities for volunteer development such as clinics or leadership workshops. - assists volunteers in program development and delivery by accessing resources, facilities and supplies. 		
<p><u>PROFESSIONAL DEVELOPMENT</u> Maintains knowledge of current theory and practice of community recreation.</p>	<ul style="list-style-type: none"> - attends training courses offered by the Department of Aboriginal and Northern Affairs – Northern Links. - attends recreation workshops and conferences as approved by council, ie. Rec Connections. 		
<p><u>FUNDRAISING</u> Plans, promotes and conducts community recreation fundraising events.</p>	<ul style="list-style-type: none"> - maintains accurate financial records. - plans appropriate fundraising events. - promotes events through a variety of mediums. 		

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<u>PROFESSIONALISM</u> Report all absenteeism to clerk/ administrator.	- prior to _____ a.m.		
Maintain agreed upon working hours. These hours are _____ per week.	- determine working hours with supervisor. - keep record of hours worked and report to _____.		

EMPLOYER'S COMMENTS:	EMPLOYEE'S COMMENTS:
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 EMPLOYER'S SIGNATURE

 EMPLOYEE'S SIGNATURE

DATE: _____