##### Recreation Director Performance Appraisal Template

*[****Note:*** *Revise template to mirror duties as outlined in the job description prepared for this position.]*

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Review: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Community: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Standards** | **Tasks** | **Assessment** | **Plan of Action** |
| --- | --- | --- | --- |
| **Programs**Assess community needs on an ongoing basis. | * develop and deliver a community needs assessment
* analyze and evaluate data and present findings to recreation and wellness committee and/or supervisor for action
* communicate regularly with residents for feedback/suggestions
 |  |  |
| Support community groups and organizations in the development and delivery of recreation and wellness programs. | * network with community organizations that provide recreation and wellness services through meetings and sharing of information and resources
* assist clubs and organizations in their development
* support existing clubs and organizations
* attend meetings on behalf of the community in areas of recreation and wellness and program development
 |  |  |
| Help develop the annual recreation and wellness plan. | * work with council and recreation committee/groups to help develop the annual recreation and wellness plan
* monitor and evaluate annual plan on a monthly basis
* prepare a report on the plan (April to September due October 30) and (October to March due April 30) and submit to council
 |  |  |
| Implement the recreation and wellness plan through the development, promotion and delivery of recreation and wellness objectives. | * ensure programming for all genders
* ensure a variety of opportunities are available – physical, artistic, cultural, educational and social
* ensure programs are available for all ages
* promote programs and opportunities through newsletters, posters and the school
 |  |  |

| **Standards** | **Tasks** | **Assessment** | **Plan of Action** |
| --- | --- | --- | --- |
| **Promotion**Promote programs and events to the entire community.  | * develop a promotion plan to include timely posters, flyers, radio ads, bingo announcements, newsletters, house visits
* implement the promotion plan for every program and event as outlined in the recreation and wellness plan
 |  |  |
| **Training**Develop skills to plan and deliver effective programs by participating in available training sessions and workshops.  | * attend recreation workshops/conferences as approved by council, ex: Recreation Connections conference in Winnipeg
* attend and participate in regional meetings and groups such as Indigenous games committees and physical activity groups
 |  |  |
| **Facilities and Equipment**Ensure safety precautions are followed in programming of recreation areas and facilities. | * provide a written report of unsafe recreation facilities/areas to council immediately on discovery
* ensure proper safety equipment is used in all activities
* ensure safety rules are followed during program delivery
 |  |  |
| Coordinate scheduling of recreation facilities and areas. | * develop monthly schedules for recreation facilities
* ensure fair treatment of all groups and organizations when scheduling
 |  |  |
| Responsible for maintenance and safekeeping of all recreation equipment.  | * maintain inventory of all recreation equipment
* maintain record of recreation equipment damaged and repairs required
 |  |  |
| **Organization**Provide council with monthly reports. | * prepare monthly recreation and wellness reports
* attend monthly council meetings or special meetings to discuss reports and other recreation business
 |  |  |
| Maintain program evaluation records. | - document and evaluate programs for future reference |  |  |
| Support the development of committees, as required, to assist in running various programs and events. | * identify the need to organize committees for specific programs or events
* support these committees to ensure effective communication and successful outcomes
 |  |  |
| Attend community groups and club meetings as required. | * when requested, and at least once a year, attend meetings with various community groups to maintain communication
 |  |  |
| Active communication with supervisor. | * meet on a weekly or bi-weekly basis
* meet with supervisor who will complete performance appraisal once a year
 |  |  |
| **Financial Management**Ensure funds received are managed effectively to deliver the recreation and wellness plan. | * assist with preparation of annual recreation and wellness budget
* assist in fundraising activities when necessary
* research and apply for grants and funding on a timely basis (before the deadlines)
 |  |  |
| **Liaison**Be the active recreation and wellness contact of the community.  | * communicate with recreation and wellness staff of the Manitoba government and other stakeholders on a regular basis or as required to keep up to date on opportunities and grant programs
* promote programs and opportunities happening outside the community within the community
 |  |  |
| **Volunteers**Recruit and support community volunteers. | * ensure orientation and training of volunteers
* develop volunteer job description
* identify and contact potential community volunteers
* develop a volunteer recognition program
* provide opportunities for volunteer development such as clinics or leadership workshops
* assist volunteers in program development and delivery by accessing resources, facilities and supplies
 |  |  |
| **Recreation Committee**Consult and assist the recreation committee in the development and delivery of recreation and wellness opportunities. | * assist committee develop annual recreation and wellness plan
* involve committee members in the implementation of programs
* attend and participate in monthly meetings to provide reports/updates and other information
* provide follow-up on decisions made at recreation committee meetings
 |  |  |
| **Professionalism**Report all absenteeism to supervisor. | * 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 (include recommendation on advance in pay (check box where applicable):** | **Employee’s Comments:**  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employer’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Employee’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date |