

Employee name: \_\_\_\_\_

# Washington Neighborhood Center

Employment status (circle one):  
temp.      prob.      perm.

## Employee Evaluation Form

CIRCLE ONE  
Always   Sometimes   Never  
**1**                    **2**                    **3**

### SUPPORT OF WNC MISSION

**COMPLETE  
FOR ALL  
EMPLOYEES**

Helps to ensure a safe and positive environment for youth participants	1	2	3
Assists youth participants in developing healthy minds, bodies, and spirits	1	2	3
Serves as a positive role model or mentor for the youth participants and the community	1	2	3

### COACH/PROGRAM LEADER RESPONSIBILITIES

**COMPLETE  
ONLY FOR  
COACHES  
OR P. L. S**

Has developed a clear plan for instruction/training	1	2	3
This plan communicates desired outcomes for youth participants	1	2	3
Has developed a method of assessing participants for desired results	1	2	3
Has presented plan, data and assessments to the WNC Board	1	2	3
Adheres to the office schedule and policies for the use of the WNC	1	2	3
Builds and maintains positive relationships with local community	1	2	3

### EXECUTIVE DIRECTOR RESPONSIBILITIES

**COMPLETE  
ONLY FOR  
EXECUTIVE  
DIRECTOR**

Ensures the effective operation of the center, including fiscal management, program development, event-planning, and building maintenance	1	2	3
Develops programming which serves the needs of the community	1	2	3
Attends meetings of the WNC Board	1	2	3
Builds and maintains positive relationships with local community	1	2	3

CIRCLE ONE  
**Always**   **Sometimes**   **Never**  
**1**                      **2**                      **3**

EXECUTIVE DIRECTOR RESPONSIBILITIES continued

Develops and maintains a schedule for the use of the WNC internal and external spaces 1                      2                      3

Develops and maintains ongoing community organizing activities that build healthy relationships and provide input for programming and community leadership development 1                      2                      3

Manages and supervises support staff and volunteers 1                      2                      3

Reports activities regularly to Board, funders, and other WNC staff members 1                      2                      3

**Please check off all that apply to the Executive Director:**

- checks communications by email and phone daily; ensures that recent inquiries have been addressed
- completes a building walk-through daily to ensure safety
- holds a meeting with all staff weekly; communicates with accountants weekly regarding current finances
- updates calendar weekly and posts notices for any upcoming events
- organizes data collected from programs and general WNC use and shares monthly with committees
- submits a quarterly written report to the Board detailing accomplishments and pending business of the WNC

**COMPLETE ONLY FOR EXECUTIVE DIRECTOR**

CIRCLE ONE  
**Always**   **Sometimes**   **Never**  
**1**                    **2**                    **3**

ADMINISTRATIVE ASSISTANT RESPONSIBILITIES

Supervises the center's drop-in youth participants to ensure they are following the WNC's behavior guidelines 1                    2                    3

**COMPLETE ONLY FOR ADMIN. ASSISTANT** Assists in the effective operation of the center, including fiscal management, program development, event planning, and building maintenance 1                    2                    3

Builds and maintains positive relationships with local community 1                    2                    3

Maintains a schedule/calendar for the use of the center's internal and external spaces 1                    2                    3

Assists in maintaining ongoing community organizing activities which develop healthy relationships and provide input for programming and community leadership development 1                    2                    3

Comments, concerns, compliments:

Use additional pages if necessary.

**COMPLETE FOR ALL EMPLOYEES** This evaluation was completed by: \_\_\_\_\_ (name), \_\_\_\_\_ (title).

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Evaluator signature: \_\_\_\_\_ Date: \_\_\_\_\_