


2017 Performance Management - Youth Development Professional

 BOYS & GIRLS CLUBS OF SKAGIT COUNTY				LEADERSHIP PERFORMANCE MANAGEMENT SYSTEM							
Position:	Youth Development Professional	Year:	2017	Incumbent:							
Indicator				Progress							
Key Responsibilities				QTR I		QTR II		QTR III		QTR IV	
Safe Environment				Goal	Acheived	Goal	Acheived	Goal	Acheived	Goal	Acheived
Ensure all aspects of program delivery, youth supervision and on/off site club presence contributes to a positive emotional climate.				100%		100%		100%		100%	
Ensure that work and program environment is free of health and safety hazards. Additionally, assigned areas are kept clean and sanitary at all times.				100%		100%		100%		100%	
Ensure awareness and proper training on emergency protocols, including knowledge of posted emergency procedures, fire extinguisher, first aid kits and access to activities are properly supervised/monitored.				100%		100%		100%		100%	
With the supervision of club leadership, conduct at minimum 1 peer assessment per quarter.				100%		100%		100%		100%	
Supportive Environment				Goal	Acheived	Goal	Acheived	Goal	Acheived	Goal	Acheived
Ensure that all youth are greeted and provided with warm, respectful interactions through verbal and non-verbal communications.				100%		100%		100%		100%	
Ensure optimal program delivery, to include firm adherence to program schedules (start/end times), program preparation (materials ready, etc.), proper program explanations to youth and sufficient time allotted for activities.				100%		100%		100%		100%	
Ensure environment contributes to youth skill building experience, including modeling of skills, providing support for struggling youth and encouragement for all youth.				100%		100%		100%		100%	
In coordination with the Program Director, lead facilitation of 2 complete Youth Development Programs annually.				25%		50%		75%		100%	
Interaction				Goal	Acheived	Goal	Acheived	Goal	Acheived	Goal	Acheived
Provide opportunities for youth to get to know each other and develop prosocial, inclusive relationships.				100%		100%		100%		100%	
As necessary, provide opportunities for youth to work collaboratively as well as independently towards shared goals.				100%		25%		75%		100%	
Utilize group process skills, including providing mentoring and leadership opportunities.				100%		100%		100%		100%	
Engagement				Goal	Acheived	Goal	Acheived	Goal	Acheived	Goal	Acheived
Utilize multiple planning strategies that incorporate youth input and voice.				100%		100%		100%		100%	
Ensure that program delivery offers content as well as process alternatives for youth.				100%		100%		100%		100%	
Ensure that all program implementation provides opportunities for reflection, feedback and group presentations.				100%		100%		100%		100%	
				100%		100%		100%		100%	
Individual Development and Qualifications				QTR I		QTR II		QTR III		QTR IV	
Essential Characteristics				Goal	Acheived	Goal	Acheived	Goal	Acheived	Goal	Acheived
Efficient use of work time in order to ensure completion of objectives and stewardship of donor resources				100%		100%		100%		100%	
Utilization of strong technology skills				100%		100%		100%		100%	
Demonstration of strong verbal and writing skills				100%		100%		100%		100%	
Positive contribution to the team environment				100%		100%		100%		100%	
Demonstrates innovation				100%		100%		100%		100%	
Demonstrates organizational values of FUN, RESPECT, INTEGRITY, COMMUNITY, ACCEPTANCE				100%		100%		100%		100%	
Focused Personal Development								QTR I	QTR II	QTR III	QTR IV
Goal:	Development Actions:			Progress Made:							
Experiential - Through direct training, targeted work experience, special projects	70%										
Coaching/Mentoring - Development from peer or other leadership, professional learning community, targeted coaching	20%										
Formal Learning - Workshops, classroom sessions, reading, case study analysis	10%										
Specific Training/Development/Workshops/Conferences											
Date:	Item:	Immediate Outcome:				Long Term Impact					
1/1/2017		1/31/2017				6/30/2017					
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RATING		NOTES									
SELF											
SUPERVISOR											