

PROGRAM COORDINATOR SELF-APPRAISAL

Check (✓) one: _____ New _____ Experienced

Name: _____

Service Unit _____

RATINGS

The service team implements and evaluates ways to provide and maintain Girl Scouting within a designated community. The service team is appointed by and is accountable to the service unit manager and the field director.

Please circle the appropriate category.
Explain ratings below 2.
1 = needs improvement
2 = meets expectations
3 = exceeds expectations

Return this appraisal to SUM or Field Director by June 30. Thank You

ACCOUNTABILITIES

RATINGS

- | | | | |
|---|---|---|---|
| 1. Took appropriate training for the position and kept my knowledge current at all times. | 1 | 2 | 3 |
| 2. Kept aware of all leader needs and worked with the service unit manager, program consultants and field director to meet these needs in a timely manner. | 1 | 2 | 3 |
| 3. In consultation with service unit manager and field director, recruited and appointed program consultants for each program level and workshops as needed. Released, if necessary, after consultation with the service unit manager and the field director. | 1 | 2 | 3 |
| 4. Conferred with linking leader or an appointed experienced leader about the needs of new leaders and conducted or assisted with New Leader Roundtables. | 1 | 2 | 3 |
| 5. Explained program opportunities and program level resources including bridging activities, all-troop events, community service projects and intercultural activities. | 1 | 2 | 3 |
| 6. Kept the service unit program resource box up-to-date and available to troop leaders. | 1 | 2 | 3 |
| 7. Encouraged use of National and council program resource materials such as Leaders' Guides, Handbooks and GSRI <i>Leader Manual</i> . | 1 | 2 | 3 |
| 8. Took the initiative in seeing that older girls have the opportunity to plan and provide leadership for younger girls and promoted the older girl leadership training program. | 1 | 2 | 3 |
| 9. Kept a record of Juliettes and saw that they received appropriate program and event information and invitations to local activities. | 1 | 2 | 3 |

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|--|---|---|---|
| 10. Attended service team and service unit leader meetings. | 1 | 2 | 3 |
| 11. Adhered to and promoted National and council policies, standards and procedures. | 1 | 2 | 3 |

Please circle your satisfaction in the job: greatest 5 4 3 2 1 least

12. My strengths as a service team member are:

13. In order to accomplish the responsibilities of this position and assist the service unit, I need the following help:

Please check (✓) one of the following:

- Recommended for reappointment to current position
- Recommended for the following position: _____
- Not recommended for reappointment
- Will not continue

COMMENTS: _____

Service Team Member

Service Unit Manager

Field Director