

**YOUTH COORDINATOR  
Training Needs Assessment Evaluation Form**

**Personal/Position Information**

Name: \_\_\_\_\_

Period Covered: \_\_\_\_\_

Position: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

Position Start Date: \_\_\_\_\_

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

Region: \_\_\_\_\_

# YOUTH COORDINATOR Training Needs Assessment Evaluation Form

## Instructions:

The information contained in this evaluation is strictly confidential. The supervisor will meet with the employee to review the employee's performance and complete the Community Government Performance Evaluation Form. Input from the employee is critical. The employee will have an opportunity to make comments concerning the review in the employee comments section of this form. The information will be used to develop an individual training plan for the employee as well as a training plan for the community.

The employee will be rated as follows for each competency (P):

Each competency is to be rated as follows (S):

1 – Needs significant improvement – employee is unable to complete the task or perform the function in a satisfactory manner even though assistance is routinely provided

2 – Needs improvement - employee can complete the task or perform the function with considerable assistance

3 – Satisfactory – employees can complete the task or perform the function in a satisfactory manner with little or no assistance

4 – Very good – employee consistently completes the task or performs the function in an above average manner with little or no assistance

5 – Outstanding – employee consistently completes the task or performs the function at a very high level with little or no assistance

1 – Competency has little significant to the position

2 – Competency has minor significance to the position

3 – Competency is important to the position

4 – Competency has major significance to the position

5 – Competency is critical to the effective performance of the position

For more information on how to complete this review please contact the Regional Office of the Department of Municipal and Community Affairs or the MACA School of Community Government.

# YOUTH COORDINATOR

## Training Needs Assessment Evaluation Form

Major Category	Skill	Subskill																							
Programs for Youth	Research and develop programs for youth	Assess the program requirements of youth in the community	Communicate with youth to determine their needs and interests	Communicate with organizations that represent youth to determine needs and interests of youth	Research funding sources and project requirements	Access funding and prepare funding proposals	Ensure a variety of programs are planned and implemented																		
		P		S	5	P		S	5	P		S	5	P		S	5	P		S	5	P		S	5
		Ensure program information is available	Develop youth organizations	Encourage existing organizations to include youth	Evaluate the effectiveness of programs	Identify areas where new programs are needed																			
		P		S	4	P		S	5	P		S	5	P		S	4	P		S	5				
	Plan and implement programs for youth	Schedule activities, facilities and volunteers as required	Supervise and lead activities for youth	Recruit, train and oversee volunteers	Encourage local youth to participate in regional and territorial programs	Monitor the use of equipment and facilities																			
		P		S	5	P		S	5	P		S	4	P		S	5	P		S	4				
	Promote youth programs	Ensure that youth and youth organizations are aware of activities	Coordinate a community relations campaign to promote youth programs	Arrange for advertising of youth programs	Maintain contacts with local, regional and territorial organizations for youth																				
		P		S	4	P		S	4	P		S	4	P		S	4								

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Major Category	Skill	Subskill												
Administration	Administer youth programs	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Prepare a plan for youth activities</td> <td style="width: 16.6%;">Prepare the youth program budget</td> <td style="width: 16.6%;">Prepare financial and program reports</td> <td style="width: 16.6%;">Record information on and prepare reports concerning youth programs</td> <td style="width: 16.6%;">Provide monthly and yearly reports about youth programs and opportunities</td> <td style="width: 16.6%;">Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures</td> </tr> <tr> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> </tr> </table>	Prepare a plan for youth activities	Prepare the youth program budget	Prepare financial and program reports	Record information on and prepare reports concerning youth programs	Provide monthly and yearly reports about youth programs and opportunities	Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5
		Prepare a plan for youth activities	Prepare the youth program budget	Prepare financial and program reports	Record information on and prepare reports concerning youth programs	Provide monthly and yearly reports about youth programs and opportunities	Ensure that all programs and activities are implemented according to relevant legislation, policies and procedures							
		P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	P     S   5							
Legislation	Ensure Compliance	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Identify applicable legislation</td> <td style="width: 16.6%;">Demonstrate familiarity with applicable legislation</td> <td style="width: 16.6%;">Comply with applicable legislation</td> <td style="width: 16.6%;">Comply with policies and procedures</td> <td></td> <td></td> </tr> <tr> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td></td> <td></td> </tr> </table>	Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures			P     S   5	P     S   5	P     S   5	P     S   5		
		Identify applicable legislation	Demonstrate familiarity with applicable legislation	Comply with applicable legislation	Comply with policies and procedures									
		P     S   5	P     S   5	P     S   5	P     S   5									
Maintain Workplace Safety	Practice Workplace Health And Safety	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Adhere to Occupational Health And Safety Regulations</td> <td style="width: 16.6%;">Assess workplace hazards</td> <td style="width: 16.6%;">Maintain CPR and First Aid Certification</td> <td style="width: 16.6%;">Maintain minimum housekeeping standards</td> <td style="width: 16.6%;">Possess knowledge of emergency response procedures</td> <td></td> </tr> <tr> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td>P     S   5</td> <td></td> </tr> </table>	Adhere to Occupational Health And Safety Regulations	Assess workplace hazards	Maintain CPR and First Aid Certification	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures		P     S   5	P     S   5	P     S   5	P     S   5	P     S   5	
		Adhere to Occupational Health And Safety Regulations	Assess workplace hazards	Maintain CPR and First Aid Certification	Maintain minimum housekeeping standards	Possess knowledge of emergency response procedures								
		P     S   5	P     S   5	P     S   5	P     S   5	P     S   5								
Administration	Provide Information Management	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Keep daily reports</td> <td style="width: 16.6%;">Track data using computer software applications</td> <td style="width: 16.6%;">Generate activity reports for clients and council</td> <td></td> <td></td> <td></td> </tr> <tr> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td></td> <td></td> <td></td> </tr> </table>	Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council				P     S   4	P     S   4	P     S   4			
		Keep daily reports	Track data using computer software applications	Generate activity reports for clients and council										
		P     S   4	P     S   4	P     S   4										
	Schedule Work	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">Develop work plans, strategies and contingencies</td> <td style="width: 16.6%;">Follow work plans</td> <td style="width: 16.6%;">Organize tasks</td> <td style="width: 16.6%;">Coordinate staff and contractors</td> <td style="width: 16.6%;">Monitor results</td> <td style="width: 16.6%;">Evaluate results</td> </tr> <tr> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> <td>P     S   4</td> </tr> </table>	Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff and contractors	Monitor results	Evaluate results	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4
		Develop work plans, strategies and contingencies	Follow work plans	Organize tasks	Coordinate staff and contractors	Monitor results	Evaluate results							
		P     S   4	P     S   4	P     S   4	P     S   4	P     S   4	P     S   4							

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Major Category	Skill	Subskill					
Technical Skills	Possess Computer Skills	Use word processing software programs	Use spreadsheet software programs	Use database software programs	Use utility software programs	Operate e-mail and internet	Use presentation programs
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4
Communication	Use effective communication	Read and comprehend business documents	Write clearly and concisely	Practice good listening skills	Speak effectively	Maintain good employee relations	
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 3	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 4	
Professionalism	Demonstrate good work habits	Manage stress	Take direction	Be self-motivated	Be dependable	Maintain confidentiality	Make effective decisions
		P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4
	Demonstrate good work habits	Manage time	Perform related duties	Be punctual	Be flexible	Be organized	Work with minimal supervision
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5
	Demonstrate positive personal attributes and ethical behaviour	Meet deadlines	Use analytical skills	Be responsible	Be a team player		
		P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5	P <input type="checkbox"/> 4 S <input type="checkbox"/> 5		
		Accept change	Adapt to situations	Compromise	Separate personal and professional life	Take training	Be patient
		P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 4	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5	P <input type="checkbox"/> S <input type="checkbox"/> 5

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Professionalism	Demonstrate positive personal attributes and ethical behaviour	Maintain a positive attitude					Be honest					Possess a sense of humour									
		P		S	5	P		S	5	P	4	S	4								
	Respect self and others	Display tact					Cooperate with others					Respond positively to others					Be courteous				
		P		S	5	P		S	5	P		S	5	P		S	4				

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**Comments:**

1. Supervisor's Comments

2. Expectations For The Coming Year/Workplan

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3. Employee Goals And Objectives

4. Career Goals



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5. Recommended Training

6. Employee Comments

Employee:	Supervisor:
Title:	Title:
Signature:	Signature:
Date:	Date: