

Forest Preserve District of Will County

Prairie People Volunteer Self-Assessment / Evaluation Process

Objective: To help volunteer employees become successful members of the Forest Preserve Team.

Step 1: Volunteer Supervisor initiates the dispensing of self-assessments with volunteer coordinators.

This will occur twice a year; during and at the end of the peak volunteer season.

Paperwork: Self-Assessment form & self addressed stamped envelope to Volunteer Office.

Step 2: Mid-season assessment. Volunteer department coordinators dispense self-assessments to their volunteers. Volunteers are asked to fill out and mail to Volunteer Office at earliest convenience. Volunteers are told that they will be meeting with their vol. coordinator to discuss their self-assessment.

Step 3: Volunteer Supervisor receives all self-assessments. The Vol. Sup. reviews, compiles and makes recommendations to volunteer coordinators. Vol. coordinators receive self-assessments of their volunteer staff.

Step 4: Volunteer department coordinators schedule time with their volunteers to go over their self-assessment. Vol. Coordinator works with volunteer and Vol. Supervisor to address problems or training issues.

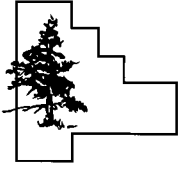
Step 5: End of peak season. Volunteer Supervisor dispenses self-assessment to volunteers.

Paperwork: Self-Assessment form & self addressed stamped envelope to Volunteer Office.

Step 6: Volunteer Supervisor receives all self-assessments. The Vol. Sup. reviews, compiles and makes recommendations to volunteer coordinators. Vol. Sup. & volunteer department coordinators work together to alleviate problems and training issues for next season.

Resignations Process

1. If a volunteer is inactive for 1 year, they will receive a Resignation Form & Survey.
2. This survey will be administered by the Vol. Supervisor.
Paperwork includes: Resignation form & self addressed stamped envelope.
3. Supervisor compiles and makes recommendations.



Forest Preserve District of Will County

Prairie People Volunteer

Self Assessment

The purpose of this assessment is to build & maintain a strong volunteer program. This is only possible with your help. By answering honestly about yourself and our performance in helping you fulfill your needs, we can keep a high quality volunteer program.

Instructions: Please circle the number which most accurately describes your agreement to each statement.

5 = strongly agree; no room for improvement.

2 = disagree; needs

4 = agree; a little room for improvement.

1 = strongly disagree /

3 = neither agree or disagree; some room for improvement.

n/a = not applicable to my job responsibilities.

Name: _____

Date: _____

Position: _____

Facility: _____

Statement:

Rating:

Comments:

I feel my volunteer work is significant & supports the Forest Preserve District.

5 4 3 2 1 n/a

I feel that the volunteer program offers opportunities for me to continually learn & grow.

5 4 3 2 1 n/a

I feel appreciated by the staff.

5 4 3 2 1 n/a

I feel appreciated by the public when I work with them.

5 4 3 2 1 n/a

I feel I am contributing to the Forest Preserve District.

5 4 3 2 1 n/a

I find volunteering with the Forest Preserve District to be a rewarding & fulfilling experience.

5 4 3 2 1 n/a

I am satisfied with my volunteer experience.

5 4 3 2 1 n/a

What do I find most frustrating about my position / duties?

What do I find most rewarding about volunteering with the Forest Preserve District?

over, please-

Prairie People Volunteer Self Assessment

<u>Statement:</u>	<u>Rating:</u>					<u>Comments:</u>
I feel that my volunteer coordinator manages my position efficiently & professionally.	5	4	3	2	1	n/a
I am given adequate supervision.	5	4	3	2	1	n/a
I am given adequate independence.	5	4	3	2	1	n/a
My site supervisor is responsive to my needs.	5	4	3	2	1	n/a
There is always someone available to ask questions when I have them.	5	4	3	2	1	n/a
I wish I had more training / skills in						
Is there anything you can suggest to improve your supervision and/or the program's administration.						
I have easy access to materials/resources/equipment when I need them.	5	4	3	2	1	n/a
Communication between staff & volunteers is adequate.	5	4	3	2	1	n/a
I am confident in dealing with the public.	5	4	3	2	1	n/a
I am confident in giving interpretive or educational talks and walks.	5	4	3	2	1	n/a
I know how & who to report problems of vandalism.	5	4	3	2	1	n/a
I know & understand how to use the equipment / tools that I need to do my job.	5	4	3	2	1	n/a
I have received the proper training needed to use the equipment / tools I need to use.	5	4	3	2	1	n/a
I am on time & ready to begin work when needed by my facility.	5	4	3	2	1	n/a
I have a Forest Preserve uniform and wear it when needed.	5	4	3	2	1	n/a

Any additional comments or suggestions.

Thank You for your time and being a Prairie People Volunteer.