



Personnel and Volunteer Survey

After School Program ID#: -

Date: - -

After School Program Name:

City:

State:

Instructions: Please answer each question by marking the circle under or next to your response. Use only a black or blue pen.

		STRONGLY AGREE	AGREE	NEITHER AGREE NOR DISAGREE	DISAGREE	STRONGLY DISAGREE	NOT SURE/NOT APPLICABLE
1.	My job responsibilities are clearly outlined in my job description.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2.	I received an orientation before beginning work with the program's children/youth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3.	I am aware of the after school program's grievance procedures and know how to make a complaint.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4.	I receive annual performance evaluations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5.	I receive ongoing support from my supervisor.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6.	Employee satisfaction is assessed by the after school program at least annually.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.	I receive information on program goals and outcomes that is useful to me in working with the children/youth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8.	I have participated in training and professional development activities that enhance my knowledge, skills, or abilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9.	I have received training on topics that are relevant and helpful to my job.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
10.	I have sufficient paid time to plan, organize and set up program activities and events.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11.	The after school program communicates and collaborates regularly with the families of children and youth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12.	The activities provided are appropriate for children and youth.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*13.	There are enough materials, equipment and space for program activities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*14.	There are enough personnel so that the program can carry out activities successfully.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*15.	Ratios are adjusted to provide sufficient supervision during activities that have some risk (e.g., carpentry, cooking, etc.).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
*16.	Ratios are adjusted when there are children with special needs who need extra support.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17.	I feel free to share my ideas about the program and its policies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18.	The other personnel show respect and work cooperatively with me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19.	I am aware of the after school program's policies regarding (<i>indicate all that apply</i>): <input type="radio"/> Harassment <input type="radio"/> Discrimination <input type="radio"/> Prohibition of corporal and degrading punishment of children/youth <input type="radio"/> Confidentiality <input type="radio"/> Sanitation						

20. Please use the space below to make additional comments about the after school program and its activities for children/youth.

*= These questions are used with permission of the National Institute on Out-of-School Time at the Wellesley Centers for Women.

21. Please tell us your relationship with the after school program:

- Full-time employee Part-time employee Volunteer Student intern Other (*please describe*):

22. How long have you been a volunteer or employee at the after school program?

- Less than a year 1 to 3 years 3 to 5 years More than five years

Thank you for taking time to complete the survey.

Note to After School Providers: If the provider will be using this survey as part of their internal quality/performance improvement process, completed survey results are not to be returned to COA.