

Houston Chinese Youth Camp

Counselor and Assistant Counselor Evaluation Form

1. Communication and Teamwork	
<i>Guidance:</i>	
<i>Interpersonal Communication:</i> -Motivating & Supporting – “Make sure your team feels safe.” -Giving & Accepting Criticism – “Stay assertive, stay real, because everyone is just trying to make CYC better.” -Persuading & Negotiating – “A lot of times we listen to react, but not listen to understand.” -Body Language – “Try to practice having awareness of yourself and your gestures.” -Conflict Resolution - Talk to the person, and keep an open mind. Avoidance and dominating the conversation only leads to more conflict.	<i>Public Speaking:</i> -Tone/Gestures – “You have a lot more control of the energy in the room than you think.” -Volume – “Point your voice to the back-most person in the audience.” -Speed – The natural tendency when nervous is to go faster. Practice awareness to adjust speed when having nerves. -Articulation – Pencil Thing/Silly Exercise -Practicing – Practice with distractions
Where am I now? (circle one)	Goal
Beginner -> Learning -> Intermediate -> Advanced -> Expert	

2. Leadership	
<i>Guidance:</i>	
1. 360 Feedback: Show respect to everyone above, equal, or below you such that they are always allowed to preserve their dignity. This creates an environment of caring and open communication. It reflects more on you as a leader than them. 2. COMMUNICATE! Invest in your team - Courageous Conversations. 3. Be Generous - Take the TIME to show you care. Encourage others for trying while being gracious with mistakes. Go above and beyond to help others. Experienced C/ACs, let go of control/responsibilities to let your AC learn. 4. Positivity and Attitude: Passion and enthusiasm is contagious. YOU SET THE TONE AT THE TOP (even when something doesn't go smoothly).	5. Humility and Accountability: Be humble and acknowledge when someone can do something better than you. Learn from your own mistakes. 6. Role Model: Walk your talk. Everything you expect your followers to do, you should be modeling yourself. Do your homework, and be prepared. Be proactive, and set expectations rather than waiting for something to go wrong. 7. Show courage: Get out of your comfort zone so that you can experience new things, learn from your mistakes and grow. One day you will find your comfort zone has expanded as has your confidence.
Where am I now? (circle one)	Goal
Beginner -> Learning -> Intermediate -> Advanced -> Expert	

3. Behaviour/Group Management	
<i>Guidance:</i>	
- WE SET EXPECTATIONS by role modeling it ourselves. - Why do kids misbehave? Homesick, first time at CYC, Social outcast - Consistent & Follow Through - Come up with a consequences and rewards system. - Be a Leader, not a Yeller!	-Divide and Conquer the classroom into interchanging roles: 1) Learners - Learn the dance routines or how to make the craft so that you are able to teach the campers. 2) Doers - As the teacher is indicating to do something, walk around to ensure the campers are doing it correctly. 3) Quiet Crew - Make sure campers remain quiet and respectful when the teacher is talking. 4) Translators - Specific campers may need help understanding. Translate for them. These roles are not static to person or class. Every C/AC should be modeling the behaviours above interchangeably within the class and between classes.
Where am I now? (circle one)	Goal
Beginner -> Learning -> Intermediate -> Advanced -> Expert	

4. Campers 1st!!!	
<i>Guidance:</i>	
This is based off of your feedback! In everything that you do, think about your campers! As their Counselor and AC, you have the chance to make or break their experience. When campers talk about their favorite Counselor or AC, it's from the personal connection and bond that this C/AC made. So during break when you have the chance to check your phone or chat with a fellow C/AC, choose instead to talk to the camper who's sitting by him/herself.	
Where am I now? (circle one)	Goal
Beginner -> Learning -> Intermediate -> Advanced -> Expert	

Personal Goals