

# Interview Questions for Afterschool Line Staff

- *Thank you for your interest in this position and in our organization. Introduce panel.*
- *Interview will last about \_\_\_\_\_ minutes/hours*
- *At the end we'll ask you if you have any questions of us.*

## Interview Questions

### Personal Vision/Mission

- 1) Please tell the panel why you are interested in this position.
- 2) What is your personal mission statement and how does it relate to the mission of this organization?

### General Work Questions

- 3) Please tell us about your work experience with after school programs. What was one major success you had? What was one major challenge that you had and how did you deal with it?
- 4) What three words would your supervisor use to describe you as a worker and why?
- 5) Now apply the same question to the students/children/teens with whom you have worked.
- 6) Please provide an example of how you simultaneously deal with multiple program responsibilities. (Or, how do you prioritize multiple ....)

### Youth Development & Program Questions (*Competencies included in the questions*)

- 7) What are some essential elements of quality youth development programs and why are they important?
- 8) For this next question, we have a scenario to which we would like you to apply some youth development principles. First we'll read the scenario and then we'll ask you questions. Feel free to ask for clarification.

Scenario: You are the lead staff (4 total) for 12 middle school students on a weekend camping trip. The goal of the trip is to give youth the opportunity to learn new outdoor skills and to become more aware of their bodies. Your destination is \_\_\_\_\_ and you, your staff, and the youth will get to the site by public transportation and then hike 2 miles to the actual camp site. Other staff from your organization will drop off the heavy equipment and food, but it is the responsibility of your staff and the youth to set up the campsite, including tents, food preparation, plan activities, and so on.

What are several key youth development factors to consider in this scenario?

*Example for interviewers: Safety is a key principle so you would want the interviewee to address how s/he would you arrange for the safety and supervision of the youth? What factors would s/he consider and why?*

*Competency 1: Ensures for the health and safety of participants*

*Competency 2: Follows safety and emergency procedures*

*Competency 6: Promotes a sense of physical and emotional safety*

*Competency 11: Incorporates activities to promote physical health.*

- 9) How do you ensure that diversity (of all kinds) is integrated into programming? Feel free to share an example. (*Competency 17: Respects and honors cultural and human diversity; Competency 20: Ability to effectively support English learners*)

- 10) What is your approach to discipline and behavior management? (*Competency 5: Supports a program environment that is learner- centered; Competency 6: Promotes a sense of physical and emotional safety; Competency 7: Supports positive relationships between adults and program participants; Competency 8: Supports positive relationships between participants*)
- 11) How would you go about developing an enrichment program for the following grades: K-5; 6-8; 9-10, 11-12? (For example: With whom would you talk in order to plan/ develop the program? How would you find out about best practices? What resources would you need? Who would you hire?) (*Competency 12: Incorporates academic content ...; Competency 13: Ability to design and deliver project-based learning*)
- 12) How would you integrate academic standards into an enrichment activity? Please give examples. (*Competency 12: Incorporates academic content and skill development ...*)
- 13) Please describe a recent project-based learning curriculum that you implemented at an after school program. (*Competency 5: Supports a program environment that is learner- centered; Competency 13: Ability to design and deliver project-based learning*)
- 14) How do you envision the community and afterschool program working together? Please give specific examples and explain why they are important. (*Competency 9: Conducts activities that expand the participants' knowledge and understanding of their own immediate community ...*)
- 15) What strategies would you use to involve parents in your program(s)? (*Competency 9: Conducts activities that expand the participants' knowledge and understanding of their own immediate community ...*)
- 16) What kinds of professional development activities have you participated in to increase your skills and knowledge?
- 17) In this last question, we'll read a scenario and ask you to talk about how you would handle it using what you know about youth development.  
Scenario: You are a front-line leader for an afterschool program and you and about 12 youth are planning a community carnival. In the middle of a planning committee meeting your supervisor enters the room to listen. One of the youth is talking about making publicity posters for the neighborhood when your supervisor interrupts and says directly to you, "Now I told you that you have only \$20 for publicity so you'd better make sure you stay within your budget. Last time you went over your budget and it was a real problem." S/he then leaves the room. Which youth development principles apply here? What would you do and what would you say to the youth in the room? What other actions, if any, would you take?  
*Competency 7: Supports positive relationships between adults and program participants*  
*Competency 10: Promotes the meaningful engagement and leadership of the participants*

## Summary

- 18) Can you tell us why you are uniquely suited to this position?
- 19) Do you have any questions you would like to ask of us?

# Interview Questions for Afterschool Supervisors

- *Thank you for your interest in this position and in our organization. Introduce panel.*
- *Interview will last about \_\_\_\_ minutes/hours*
- *At the end we'll ask you if you have any questions of us.*

## Interview Questions

### Personal Vision/Mission

- 1) Please tell the panel why you are interested in this position.
- 2) What is your personal mission statement and how does it relate to the mission of this organization?

### Supervisory/Management Experience

- 3) Tell us about your experience(s) supervising/managing after school programs. What part of the job did you enjoy the most? The least?
- 4) How would you characterize your management style? How would your staff characterize your management style? (Competency 4S: Ability to successfully manage program staff; Competency 6S: Ability to engage and support afterschool staff in implementing program activities to achieve program goals).
- 5) Tell us about a major success you have had as a supervisor/manager. To what supervisory skills do you attribute this success?
- 6) Tell us about a major challenge you have had as a supervisor/ manager, and how you dealt with it. In retrospect, what would you do differently? (Competency 7S: Strives for self-improvement; other competencies based upon the interviewee's response)
- 7) Please provide an example of how you simultaneously deal with multiple program responsibilities. (Or, how do you prioritize multiple ....)

### Policies

- 8) Please tell the panel about your experience in developing administrative policies and procedures for afterschool programs. (Competency 1S: Maintains accurate program records and follows reporting procedures; Competency 2S: Ability to establish and implement effective administrative policies and procedures).
- 9) Please provide an example of a project for which you were fiscally responsible and include the budget amount, fiscal management strategies, and any corrective action needed during the duration of the project. (Competency 3S: Ability to establish and implement effective financial policies and procedures)

### Staffing and Staff Development

- 10) What qualities do you think are most important to have in program staff? (Competency 5S: Ability to recruit high quality staff and volunteers; Competency 6S: Ability to engage and support afterschool staff in implementing program activities to achieve program goals)
- 11) Staff development is important for the delivery of quality programs. How would you ensure that staff members are trained in all facets of their jobs? How would you ensure staff has time and resources to complete staff development activities? (Competency 4S: Ability to successfully manage program staff;

Competency 5S: Ability to recruit high quality staff and volunteers; Competency 6S: Ability to engage and support afterschool staff in implementing program activities to achieve program goals

- 12) What is your overall approach to discipline and behavior management? How do you model this approach for staff? (Competency 4S: Ability to successfully manage program staff; Competency 5S: Ability to recruit high quality staff and volunteers; Competency 6S: Ability to engage and support afterschool staff in implementing program activities to achieve program goals)
- 13) How have you dealt with or would you deal with underperforming staff members? Do you have any specific examples?

**Community and Collaboration:**

- 14) The next question is a scenario to which we would like you to apply some youth development principles. First we'll read the scenario and then we'll ask you questions. Feel free to ask for clarification.

Scenario: Over the past 3 months, you have noticed an increasing number of times when school events occurred that affected the afterschool programs but no one from the school told you or your staff. For example, last week there was a newly added teacher professional development day so school was in session for only ½ day; the week before, the 3rd and 4th graders returned late from a field trip so did not attend the afterschool program. The communication between the program and the school needs to be improved.

What steps would you take to improve this communication? (Competency 10S: Ability to support long-term sustainability through collaborative relationships and fundraising; Competency 11S: How a working knowledge of and abilities to use resources within the broader community)

- 15) Describe one of the communities in which you have worked. What were the demographics? What resources were available (e.g. markets, transportation, health clinic, safe places for children). How did you determine community needs and key stakeholders? How did you address the specific community/family/youth needs? (Competency 11S: How a working knowledge of and abilities to use resources within the broader community; Competency 12S: Ability to design program activities that support programs goals and incorporate needs and interests of program participants, their families and the broader community).
- 16) Describe your experience developing and/or working with collaborations. Be sure to highlight the process, the intended outcomes and impacts of this work. How did the children and youth benefit from the collaborative work? (Competency 10S: Ability to support long-term sustainability through collaborative relationships and fundraising.
- 17) Did this collaborative work involve any fundraising? If so, please tell us about it. If no, please tell us about your experience with fundraising. (Competency 10S: Ability to support long-term sustainability through collaborative relationships and fundraising; Competency 11S: How a working knowledge of and abilities to use resources within the broader community)

**Programs:**

- 18) How would you work with your staff to ensure that the afterschool programs/activities are culturally relevant and diverse? (Competency 12S: Ability to design program activities that support program goals and incorporate needs and interest of program participants, their families and the broader community)
- 19) Please give us an example of a program you designed that clearly linked program goals to activities and then to participant outcomes. (Competency 12S: Ability to design program activities that support program goals and incorporate needs and interest of program participants, their families and the broader

community; Competency 13S: Ability to articulate within the organization and to external stakeholders the program's mission and goals, and how program activities align to them; Competency 14S: Ability to gather and review data for timely program improvement).

**Summary**

20) Can you tell us why you are uniquely suited to this position?

21) Do you have any questions you would like to ask of us?