

GETTING STARTED

If you are looking for qualified applicants to fill your positions, here are a few tips that should put you a step ahead of other employers seeking the same. Whether you appeal to their imaginations, their values, their feelings, or their need for a paycheck, these tactics should serve you well.

» **Try the job board**, it works! The Afterschool Job Board is an excellent place for programs throughout the region to find qualified applicants who desire to work in the after-school field. You can visit the Afterschool Job Board at www.centralvalleyafterschool.org and click on Job Board.

» **Say what?** Spend some time looking at your job descriptions. Avoid jargon and process-orientated information and focus on the benefits of ASP employment. For instance, try appealing to their need for a flexible schedule, above-average starting pay, or their desire to make a difference. This just might make the difference for you!

» **Internal recruiters** are still the best recruiters! Internal recruiters understand the field and have a strong commitment to the movement that is after school. They are youth development practitioners and can communicate the value of employment more effectively. These recruiters are better at pitching employment opportunities to prospective candidates and generating great word of mouth marketing.

» **If I don't know you are there, how can I find you?** Create opportunities to put your program in the spotlight. This might include placing public service announcements in local media outlets, submitting letters to the editor or op-eds, and hosting or participating in local events.

» **Hello? Is anybody out there?** Diversify your outreach efforts to cover broader demographics in order to find that great candidate. After-school jobs can appeal to a broad range of jobseekers, including retirees, educational aides, substitute teachers, parents, once disconnected youth, high school graduates, and college students.

» **Hire for talent and train for skill!** Working in the after-school field can present challenges to even the most qualified staff member. Fortunately, our programs offer paid professional development opportunities throughout the year for staff at all levels. But, exercise caution. Someone can be trained on classroom management strategies, how to embed content standards, and other ASP basics but even the most seasoned trainer can't teach someone to have the right attitude, passion, enthusiasm, kid-magnetism, resourcefulness, and some of the stronger talents and traits.

» **Create diversity!** A great after-school staff will reflect the diversity of the kids and community they serve. The demographics reflected should extend beyond ethnicity, socio-economic background and gender. Also take into account age, alternate learning/teaching modalities, personality, and cultural and social variables.

» **Hire right or fire right?** Keep in mind that if you don't put the requisite time, energy and resources into hiring a great candidate you will surely have to invest it all, and then some, into exiting the wrong one.

