

Tips For Hiring Qualified Staff For Your Afterschool Program

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 has over 300 users and is an excellent place for programs to find qualified applicants seeking to work in the afterschool 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 the educational jargon and try appealing to their need to belong, or their desire to make a difference. This just might make the difference for you!
- ✓ Internal recruiters still the best recruiters! Internal recruiters understand the field and have a strong commitment to the movement that is afterschool. They understand youth development and can communicate the value of employment more effectively. These recruiters are better at problem-solving staffing issues, and understand the expectations of the field.
- ✓ 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? Afterschool jobs appeal to a broad range of jobseekers, including retirees, educational aides, substitute teachers, parents, disconnected youth, high school graduates and college students.
- ✓ Hire for talent and train for skill! Working in the afterschool 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. You can be trained in classroom management strategies, Creating lesson plans that embed content standards, and other ASP basics but even the most seasoned trainer can't teach you to have the right attitude, passion, enthusiasm, kid-magnetism, resourcefulness, and the list goes on...
- ✓ Create diversity! A great afterschool 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, 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 getting rid of the wrong one.

Need more information or support? Contact Pam Hutton at (559) 326-2075
phutton@centralvalleyafterschool.org.