

# High School Students as Staff

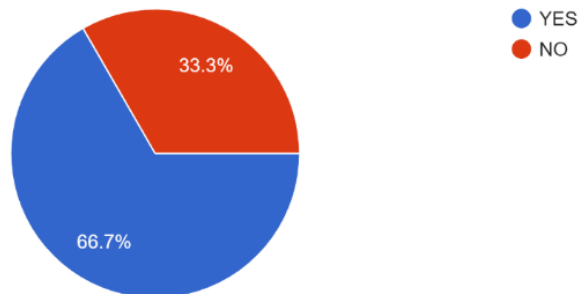
Advice from experienced Program Directors on recruiting and retaining high school students as after school program staff.

## How do you recruit high school students to work in your program?

- Applications are available in the high school office.
- Attend Career Fairs held at the high school.
- Include job openings in daily announcements.
- Put in the district newsletter.
- Seek recommendations from teachers.
- Host a recruitment meeting each May to recruit for the following school year.

Do you utilize high school students in Career Technical Service Organizations such as FFA, Skills USA, and Ed Rising?

6 responses



## What does your program's interviewing and hiring process look like?

- One-on-one interview, shadow for a day- to watch them interact with kids and ask questions. If possible, conduct a background and reference check.
- **I have 4 questions I ask each student, including their future plans. So far, every high school student that has applied and interviewed works for us.**

## What have you done to work around high school staff's schedules?

- **Be flexible** and some have obtained work release.
- High School students can choose to work whatever days they want each week.
- Ask for a monthly schedule on days they need off.
- **We are very willing to work around the high school students' schedules as they are a great asset to our program.**

### What are the benefits and challenges to employing high school staff in your after-school program?

- **We absolutely could not operate without our high school students.** Our ratios would be low with the adult staff we have, and we would have much bigger waitlists for families waiting to enter our program.
- **The challenge is their busy schedules.** We have several students who are in sports or other extra curriculars and we must work around their schedules or hire more staff during certain sports seasons.
- A challenge is their lack of experience and cannot be alone with students.
- They do require lots of coaching on group management, boundaries, and communication.
- They bring new ideas and energy, students relate to them well, they are flexible.
- **Having high school students employed with our program is a huge benefit.** They are amazing mentors and are a great help when it comes time to help younger students with their homework. **Our younger students really look up to our high school students and some of the younger students have an easier time bonding and building relationships with our high school staff.** They bring fresh and new ideas for activities to do with our students.

### What does your staff training look like? How do you prioritize and make time for this? Is it challenging?

- Very challenging. Very on the job. **It's difficult because they don't have a lot of time and the time they have doesn't match the time we typically provide training/PD.** However, we do have a high school advisory team and we do meet monthly with them for one hour to go over training and have round table discussions about their needs and feelings about the program.
- **We have two major trainings yearly in for our program that all staff are required to complete including high school staff.**
- **Most of our training happens before school starts.** Other training courses take place every six weeks during staff meetings. It is challenging to find a date to meet but it is always good to see growth and positive changes.
- Each staff member is required to complete and keep track of their own training.

### In a perfect world, how would this look in your program?

- **It's been the best thing we have ever done by implementing the high school advisory team.**
- We would have a training/orientation manager who tracks training and ensures training is completed.
- **One HS student to every adult. No HS student would have to run a group without a one-on-one adult to help them. They would slowly take over the group and lesson planning.**
- In a perfect world I would have staff training at least once a month. Each month we would focus on different topics. I would like to focus on topics such as teaching STEM, how to deal with behaviors, how to work with students who have faced trauma, asking worthy open-ended questions, etc. **I would also like to have training with just the high school students.**
- **I wish we could have a trainer come to us every couple of evenings a year to do our trainings that we are all doing it at the same time.**