

Tips for Recruiting and Preparing Your Summer Staff

Recruitment & Hiring

Post far & wide: Tap into your own alumni networks; most colleges/universities have career boards & alumni networks, post your job descriptions there. And look to your sororities and fraternities as well as religious institutions. Most have newsletters so post your job description there.

Talk to your colleagues! Find out who has hired great staff in the past and see if you can share them! Maybe a colleague at an organization has a fantastic STEM educator but only plans to have them come 2x per week and the educator is looking for 4 days of work- you hire them for the other 2 days!

Consider hosting an Open House with interviews on-the-spot: this give you the opportunity to provide an overview of what you're looking for one time; and if you block off 20 minutes for 3-4 preliminary interviews you can do preliminary interviews to gauge fit and interest. Then you can schedule more in depth interviews with viable candidates.

Call on veteran summer staff: Look back through your HR files; is there someone who worked for you one summer who was great but couldn't come back because of scheduling issues, etc.? Reach out to people you've worked with in the past, people you trust, that connect well with youth, etc.

Look to your volunteers: Do you have current or past stellar volunteers who can come back in a PT role this summer? These folks have proven to be reliable and know your program so make great staff!

Hire program alumni: Do you have a program alumni that are looking for a summer job? Teens and young adults are often looking for experience and working with you could be the perfect opportunity!

Partner with Seniors & Retirees: Seniors and retirees make great staff. They aren't looking to take someone's FT gig, they have experience and it helps to promotes intergenerational awareness and connections.

Pay for Clearances: The new laws REQUIRE everyone who works/volunteers with youth to get fingerprinted. It's about \$48 for all three sets of clearances, if you can cover the cost of clearances, it's a generous gesture to help PT staff and allows you to manage the process and keep track of all the forms, etc.

On-boarding

It's critical to on-board new staff properly. Can you engage your staff to take on some elements of the on-boarding & orientation process? This provides leadership opportunities for them and helps to create new connections between new and veteran staff. Be intentional about HOW you onboard staff; separate out things like paperwork from teaching strategies and create time for people to build connections with each other.

Planning

On average, people spend 18 months planning for their 20-minute wedding ceremony. Be sure to create a schedule that includes PAID time for planning both BEFORE summer starts AND DURING the summer. If you want kids to have excellent experiences, staff must have time to plan them and get feedback on their ideas.

On-Going Support

Create rituals and routines to provide on-going support for staff. This could be a meet up with inspiring music at the start of the day and a check-in about how folks are feeling and what's their plan for the day. Or create a 'caughtcha' board where you can snap photos of the staff and write shout-outs for their great work. Also plan FORMAL time each week for sharing information, reviewing policies, general communication and comradery.

Closing Out the Summer

Be prepared to write letters of recommendation for your stars! And make time to find out from the staff what worked and what didn't about their experience. Make note of who would like to come back next summer and even in some capacity during the school-year.