

## Super Cool Summer School **Aide Training Program (ATP)**

### **Application Process and Interview Information**

Application packet due: We review applications in the order they are received. Closing date is Friday April 19<sup>th</sup> at 5pm. The application form, supplemental questions and a resume must be sent to [scssmarin@gmail.com](mailto:scssmarin@gmail.com). We sometimes receive a very large volume of applications. If there are more applicants than we can interview in one day, we will review applications in the order they are received. Do not use a school email address as they may get caught in the SPAM filter.

Who attends the interview: All applicants will be notified if they are selected for an interview by April 24<sup>th</sup>. Check your e-mail to make sure you have received it. You will receive interview sign up instructions in that email.

**Interview Date:** Wednesday, May 1. Applicants will sign up for a one hour time slot during which they will be interviewed. A link for an online sign up will be e-mailed by the closing date.

**Interview Location:** Larkspur Recreation Department, 240 Doherty Drive.

**What to bring:** Bring a copy of your application forms and resume to this interview.

### **Job Description**

**Position:** Aide for Larkspur's Super Cool Summer School (SCSS) at Hall Middle School or Bacich Elementary School

**Dates:** Date for Session 1: June 17 – June 28      Date for Session 2: July 1 – July 12 (off 7/4)

**Note:** We give preference to Aides who can work both sessions, but we also hire some one-session Aides.

#### **Times:**

- Hall Middle School (site for all classes 1st- 8thgrade) 8:55am - 1:25pm = 4.5hrs (Monday – Friday)
- Bacich Elementary School (site for Kinder Camp) 8:30am – 1 pm = 4.5hrs (Monday – Friday)  
(Work is throughout the entire day. There is a snack time with the children- but it is a working snack!)

#### **Qualifications:**

- Applicants must have completed 7th grade by the first day of summer school
- Preference may be given to past SCSS students
- Preference may be given to students from the Larkspur and Kentfield School Districts

#### **Pay:**

- Going into 8th grade = Volunteer (unpaid – successfully completing the unpaid Volunteer session guarantees a paid spot the next year.)
- Going into 9th grade or higher = Volunteer with Stipend (approx. \$590 amount. Stipend will be reduced if volunteers do not work during the entire program.)

#### **Duties & Expectations:**

- Act professionally.
- Sign-in at the summer school office daily before school starts & sign-out after student pick-up ends.
- Be a role model for the children.
- Look and act friendly and enthusiastic – especially during drop-off/pick-up.
- Model extreme interest in the class that you are working in.
- Complete all tasks that the teacher assigns.
- Monitor children's behavior during snack break, class & drop-off/pick-up.
- Help students focus and pay attention to the teacher.
- Don't chit-chat with fellow Aides when you should be working!
- Between classes, walk group of kids to their next classrooms and BE SMILING.
- Cell phone use is not allowed; phones must be put away at all times while you are working; tell your parents & friends not to call or text until you have signed out.
- A positive attitude and smile!

QUESTIONS? Email Beth Suess - beth@recinc.org or call Larkspur Recreation Department at 927-6746

### **MANDATORY Meeting:**

For Hall campus hires @ Hall Gym Saturday, June 15th 9am–noon

For Bacich campus hires @ Bacich Room 30, Saturday, June 15th 9am–noon

If you cannot make the mandatory meeting we will NOT employ you.

### **GUIDELINES FOR THE INTERVIEW**

Part of the **Aide Training Program (ATP)** is teaching you how to interview well. You should always prepare for an interview by 1) Researching the job/organization. 2) Preparing and rehearsing answers to interview questions. Practice delivering them in front of a mirror or to a parent. The interview is under 5 minutes – **YOU GOT THIS!**

- Remember to behave while waiting for your interview. We can hear and see you. If you are being loud, inappropriately social, or seem to be excluding others, you create a poor first impression.
- When you enter the interview, shake the interviewer's hand and say hello. Be happy and positive. A good attitude gets jobs.
- Body language is important: Sit up straight, pay attention, keep eye contact, and look alert and interested.
- During the interview we are going to ask you 3 questions. You will be asked some of these seemingly open ended (trick) questions at every interview for the rest of your life, so start rehearsing your award-winning answers now!

**Tell us a little about yourself?** That really means tell us about the qualities that you possess which will make you a great employee for us. **HINT-** Mention things like: I'm punctual, polite, responsible, hard-working, a good student - give us examples. Tell us interests you have which make you a good candidate. Let us know what makes you special and unique.

**Why should we hire you?** Tell us you possess a combination of skills and experience that make you a good choice for the job. Explain what makes you the best fit for the position. **HINT- 1)** Pick out some duties from the Duties & Expectations. **2)** Tell us you would be great at that duty. **3)** Give us some examples. "I read that the school is for Kindergarten to 8<sup>th</sup> Grade. I'm great with that age group." Then tell us the experiences you have had working with this age group, i.e. you babysit your baby sister all the time and you love working with kids.

**Do you have any questions?** *You have to ask a question!!* It's your last chance to impress us. Use it wisely. Don't ask about pay or other things that are answered in the Aide Packet or our webpage. In order to ask a good question you need to understand the job and the company: read last year's brochure, look at our Facebook posts, see our webpage and most importantly, really know the Job Description. This is the sneakiest question because people forget that they are still being judged - this is when you are supposed to show off yet again. **HINT -** There are a few types of questions you can ask. **#1** Show us you researched the job. "I read in your brochure that you have sports classes – I've been playing soccer for years & I helped teach my little brother. Do you need an aide for that class or any other sports class? **#2** Show us that you plan on being an asset. "What could I do to exceed your expectations?" **#3** Google "Best questions to ask an interviewer" to help you find a question that you feel helps put you in a good light.

**BIG HINT:** At the end of the interview (or at some point) **don't forget to tell us that you really want the job!** Many times people will give you an opportunity that you might not have earned solely because they believe you can do it – *make us believe that you want this job and that you can do this job.* An Interview is a time for you to show off what a great person you are; have fun doing that! Don't stress out. Remember, this interview is not the most important thing in the world – it's just a summer job. **Relax and have fun meeting us. We are excited to meet you. ☺**

# APPLICATION FORM – SCSS Aide Training Program (ATP)

Email this form with your resumé to: [scssmarin@gmail.com](mailto:scssmarin@gmail.com) by Friday, April 19<sup>th</sup>. Some school accounts won't receive outside emails; if you don't have another one please use a parent's email. Remember to have your legal guardian sign below.

Grade in August 2019
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First Name	Last Name
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Number & Street	City	Zip
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Phone number
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School currently attending
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How many years did you attend SCSS?
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Email - Some school accounts won't receive outside emails; if you don't have another one please use a parent's email.
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**(If applicable) When I went to SCSS in the past my favorite classes were:**

**List languages you speak FLUENTLY:** \_\_\_\_\_

**I WANT TO WORK (check all that apply):**      **SESSION I I**      **SESSION II**

**WANT TO WORK at (check one or both):**      **Main Site: @ Hall**      **KinderCamp Site @ Bacich**

(Please refer to the Job Description for the different dates and times for the above choices)

**Parent/Guardian**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

I acknowledge and permit my child to apply for this volunteer opportunity.



**Please circle or check all your interests below:**

Please also make notes – after checking “Guitar” write “took lessons for 3 years”.

We will take your input into consideration but we will place aides where they are most needed.

1. Age Groups I would like to work with (check all that apply):

Kindergarten

1<sup>st</sup>-3<sup>rd</sup> Grade

4<sup>th</sup>-7<sup>th</sup> Grade

2. I have a lot of experience in the following OR I am great at (check all that apply):

Video Making (for YouTube)

Cooking-prep, safety & measuring skills

Chess

Baking

Coding Experience

Braiding and Hair Styling

Experience with Hand & Power Tools

Nail Art

Pokemon and other Games

Magic

Legos – I can build anything!

Jewelry – do findings and finishings

Stop-Motion Animation

I can SMILE for 15 minutes straight

I can CLEAN better and faster than ANYONE

I'm incredibly fast at helping – I am SPEED – you don't have to ask me to do anything - I figure it out on my own.

Performing Arts

Guitar

Stage Acting

Ukulele

Dance Experience

Singing

Arts & Crafts

Sports & Action

Academics & Science

Drawing

Sports

Reading

Painting

Basketball

Math

Calligraphy

Soccer

History

Tie Dye

Double Dutch Jump Rope

Fun & wacky Science

Sewing by Machine

Cheerleading

Crochet

Fencing

Embroidery

Martial Arts

3. Be aware that we almost never grant time off. Make sure all appointments and vacations are planned after your committed workdays. List any attendance issues that you may have here, but be aware that it is unlikely that they can be accommodated.

