

Sample Interview Questions for a Program Leader Positions

- Tell us why you applied to become a Program Leader?
- We would like to know more about your background and experience. Could you please tell us about your:
 - a) Education
 - b) Volunteer and work experiences
- This position would require you to develop rules and expectations for children and youth.
- Participants in our programs are required to follow rules and expectations. Please provide us with examples of the rules that you would use, and how you communicate them to the children?
- You notice that two participants in your program are not getting along, and that one has called the other a name.
- From your observations, you think that a child who has recently come to your program might have an inclusion need (ESL, physical disability, developmental delay, etc.) What steps would you take to ensure that the participant has a positive experience in the program?
- You are on site at your program when the following things happen at the same time:
 - 1) The bus for your field trip has not arrived
 - 2) An angry parent wants to speak with you about a matter unrelated to the bus

What steps would you take to successfully resolve the situation?

- A parent has approached you and is unhappy that their child cannot use a piece of broken equipment on your site. How would you respond to this situation?
- An important part of the Program Leader role is encouraging children to become involved in the program. How would you begin an activity with children who have come to your site?
- Please tell us about your strengths and areas for development
- Please tell us about the skills and abilities you have in working with children

Interview Wrap up

1. Is there anything you would like to add?
2. Do you have any questions?
3. Did you bring a list of references with you today?
4. If you are a successful candidate, we will contact you by _____.
5. If you are not a successful candidate, will (not be contacting you, contacting you, call us if you don't hear from us etc)
6. If you were offered the job, when would you be able to start?
7. As was listed on the job posting, the successful candidate will need to provide proof of current Standard First Aid and CPR Level C, as well as Security Clearance Check with a vulnerable persons check included.
8. Thank you for coming in, and taking the time out of your day to speak with us!