

STAFF

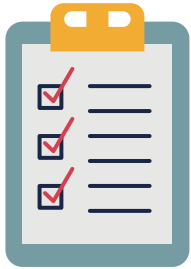
Recruiting and Retention

Many staff will return to work summer 2020 with concerns about health and safety, and new incoming staff will likely share those concerns.

The following tips and best practices will help you foster a culture of empathy, trust, and understanding in order to help your team feel safe and comfortable.



Some anxiety is normal and should be considered and addressed when communicating with those in your program. Provide assurance to all staff that health and safety are of the highest priority for all within your program.



As you prepare to hire for the summer, consider what characteristics and qualifications you value in a staff member prior to advertising or creating notifications to attract applicants. Include a summary of how staff will support health and safety during the summer in your job description.

Reach out to returning staff to ensure who will be returning and to address any questions or concerns they may have regarding planning, Covid-19, and overall program policies that may have changed.

Keeping staff is important for both youth's emotional stability and program stability. Create an environment of honest communication, team work, and appreciation. Be available for feedback and to address any concerns that may arise over the summer.

- Utilize social media (i.e. Facebook, Twitter, TikTok, Instagram) and the Network to advertise open positions
- When hiring, be specific and clear about qualifications, expectations, and requirements
- Network by reaching out to previous staff and alumni for referrals
- Create staff team building activities to develop relationships and get to know each other
- Maintain high staff morale through incentives, open communication, and reciprocal feedback
- Ensure staff safety procedures are well defined and implemented with fidelity
- Develop multiple communication opportunities to allow staff to understand what is needed and to ask questions, share concerns, and celebrate successes

RESOURCES

American Camp Association Summer Planning Guide

The American Camp Association (ACA) and the YMCA of the USA (Y-USA) are engaged together to provide educational resources to both day and overnight camps, state and local health departments, and parents/guardians and campers regarding the safe operation of summer programs and camps. <https://www.acacamps.org/resource-library/coronavirus/camp-business/camp-operations-guide-summer-2020>

American Camp Association: Covid-19 tips for staff recruitment and retention

<https://www.acacamps.org/news-publications/blogs/camp-connection/camp-staff-recruitment-hiring-ideas-amid-coronavirus-concerns>

American Camp Association: Recruiting and Retention handouts

<https://www.acacamps.org/resource-library/staff-recruitment-downloadable-handouts>

Wallace Foundation: Summer Learning Tool Kit: Staffing

<https://www.wallacefoundation.org/knowledge-center/summer-learning/toolkit/pages/staffing.aspx>

Summer Youth Employment Program

A resource for programs looking for staff.

<https://uwc.211ct.org/summer-youth-employment-program/>



Found in the Quality Tool

The following indicators in the Quality Self-Assessment Tool discuss staff recruiting and retention

8. Sustainability and Evaluation

2. The Program employs staff members who know, understand, and embrace the program's mission and goals.

<http://ctafterschoolnetwork.org/program-quality-tools/>