

1-on-1 Zoom Interview Guide

PRE-INTERVIEW

- Read application
- Use the rest room
- Grab a bottle of water – just in case 😊
- Be ready to go with all the materials you will need prior to meeting the applicant
- Join Zoom meeting 5-10 mins early: Hanna will let you in and make you host before leaving the interview.

INTRODUCTION

- Welcome the applicant and set a positive tone!
- Introduce yourself, your position with camp, and the number of years you've been with camp.
- Ask them if they have received and had time to review the applicant deck. (Note: The Applicant deck contains: FAQ's, Health and Safety Guidelines, Camp Schedule, and much more!)
- Invite them to ask questions!
- Let them know you have a lot of information to share with them AND you need to gather as much information as you can about them. This interview might take a full hour, up to an hour and a half.

Share our mission and that we're always working on growing our campers in our four outcomes.

“The mission of Camp Ronald McDonald for Good Times is to create a positive, long lasting impact on children with cancer and their families by providing fun filled, medically supervised, cost free year round camp programs.”

Our Four Outcomes:

- Positive self-identity**
- Independence & Self-reliance**
- Social Competencies**
- Feeling supported**

Tell them all of the positive aspects about working at camp!

- Spectacular environment
- Great people to work with, both children and fellow staff
- Good food, cooked for you
- Housing provided and no expenses!
- Opportunity to make an impact in kids' lives

- Bonding and feeling of belonging to a close-knit intentional community
- 21st century leadership and communications skills

Then say something to the effect of, “Now I'm going to tell you some of the realities of this volunteer job and leave you to decide if you're up for the challenge.

- Hard work. 24 hours a day.
- Exhaustion with no chance to "catch up," following a schedule that's based on the needs of energetic ten year olds, not adults.
- Giving up a lot of your personal decisions: what and-when to eat, when to wake up, where to be at all times of the day.
- Being far away and isolated from family and friends – very limited phone access (10:30pm-12:00am PST) and no internet access
- Having to deal with some challenging interpersonal relationships

The truth is many people find the experience to be challenging and rewarding, tiring and exhilarating, but it's important to have the appropriate expectations about what this experience is all about.

Camp Ronald McDonald for Good Times FAQ Pack

(Frequently Asked Questions...and the answers for Interviewers)

IMPORTANT: This is where you give the applicant a chance to ask questions about anything so far – anything you went over, anything you haven't, anything they read in their FAQ pack, etc. After giving them an opportunity to ask questions, make sure to touch on the points below if you haven't already talked about them earlier in the interview.

In this part of the interview we will be touching on a few of these important points to make sure everyone is clear before getting to Camp.

- To start, what questions do you have about Camp?
- You might sleep outside one night while at Camp. This depends on the group you end up with: not all groups do this.
- We are an Unplugged Community at camp. This policy is important to our community. We want our attention 100% focused on training and our Campers while at Camp.
 - This means Campers and Volunteers must put away that cell phone for the entire session. (Except during your 1 hour break in your cabin – more details in a second!)
 - Volunteers are asked to bring an actual watch and are encouraged to bring a camera if they wish to take photos. We will provide every cabin with alarm clocks too!

- While we ask you to be UNPLUGGED, we are not asking you to be completely disconnected from necessary communications...
- Please set your friends, family, and work up for realistic communication expectations during your session. **It's best to please let your friends, family, loved ones and employer know that they will not hear from you for 8 days or communication will be limited.**
 - There is limited time and availability for using the Camp Staff Phones at Camp:
 - During your 1 hour break each day or
 - During fellowship from 10:30pm—12:00am.
 - If there is an emergency they can call camp and one of us will relay the message to you.
 - If you need to use a computer during the day in the session to check an email, sign up for classes, or other necessary communication, just come by the Program Office on your break!
- Are there any questions so far?
- All volunteers are asked to set goals, work on personal growth and have a conversation about this at the beginning, middle and end of the session with a support director.
- You will constantly be talking, playing, working, eating, sleeping and being with PEOPLE!
- Articulate the difference between an Activity Counselor and Cabin Counselor:
- **Activity Counselors**
 - Learn and lead at least activities for the entire week
 - Meet and develop a relationship with every camper in camp
 - Can be attached to a cabin; this provides the opportunity to spend more time with one group of campers
 - Live in a dorm style setting with other Activity Counselors & Program Staff
- **Cabin Counselors**
 - 2 or 3 Cabin Counselors create a family for 8-10 Campers
 - You live with your campers for 6 days 5 nights, assisting in activities, eating meals as a family, sleeping in the same cabin while providing supervision
 - Need to identify and meet the needs of their campers including safety, daily health needs, guidance and discipline
 - Are expected to get in the pool for 1 hour with their campers each day

- Any questions now?
- Breaks: all Volunteers are expected to take a 1 hour break each day.
- We have a wide range of food options to suit many dietary needs
 - Vegetarian options always available at meals o Full salad bar at lunch & dinner – as well as fruit & bread bar
 - Water, Powerade, coffee, and tea are always available
 - Soda is not available during the day.
 - Staff may get soda on their break in the staff lounge or during Fellowship
- No drugs, alcohol, tobacco or sex @ camp
- Go over a typical day at camp from sunrise to end of fellowship. (share your screen and show the schedule below 😊)

A TYPICAL DAY AT CAMP:		CAMP RONALD McDONALD FOR GOOD TIMES®
TIME	ACTIVITY	
7:00AM	RISE & SHINE	
8:20AM	ALL CAMP LINE UP	
8:30AM	BREAKFAST	
10:00AM	ACTIVITY PERIOD 1	
11:15AM	ACTIVITY PERIOD 2	
12:50PM	ALL CAMP LINE UP	
1:00PM	LUNCH	
2:00PM	REST HOUR	
3:00PM	ACTIVITY PERIOD 3	
4:15PM	ACTIVITY PERIOD 4	
5:50PM	ALL CAMP LINEUP	
6:00PM	DINNER	
7:30PM	EVENING ACTIVITY	
9:30PM-10:30PM	BACK TO CABINS! CLOSINGS & BED	
10:30PM-12:00AM	PATROL	
11:15PM	STAFF MEETING/FELLOWSHIP (OPTIONAL!)	
12:00AM	PATROL ENDS/ALL STAFF BACK TO CABINS	

- Any other questions?

Camp Ronald McDonald for Good Times – Interview Questions

Attention interviewers: For legal reasons, it is imperative that you ask only the questions listed on this form. Each prospective employee must be evaluated based on the same interview format. Questions regarding age, race, religion, marital status, ethnic background, children, and any disability are prohibited and against the Equal Opportunity Employment law.

	Applicant's Name:
1. General	
What draws you to this organization?	
If I asked someone who knows you best, what three words would they use to summarize you?	
2. Working with Kids -	
What is it about working with kids in a residential camp experience that interests you?	
What do you find are the most rewarding & challenging aspects of caring for children / youth?	
What do you want the kids to get from being with YOU at Camp?	
3. Working with Adults -	
Describe a time when you had a difficult issue with another adult & how you handled the situation?	
Tell me about the last coaching you received from a supervisor / instructor. What was this feedback & what did you do with it?	
4. Will they fit in with our philosophy / program?	
What concerns do you have around anything you have heard about working at Camp & being a part of the Camp community? (heat, no cell phones, nature, being responsible for kids, sleeping outside, long days, rigid schedule)	
Tell me about a time you were asked to follow a policy or a rule that you didn't agree with.	

5. Grit & Perseverance -	
We are all human. We've all made bad decisions. Describe a bad decision you have made and how you corrected it.	
When did you last do something that was much harder / took longer than you anticipated? Tell me about it.	
6. Values -	
What characteristics do you appreciate most about your parents / someone you admire?	
Parents will be leaving their children in your care. Why are you a good candidate for this?	

HYPOTHETICAL QUESTIONS and SITUATIONS

(Select 1 or 2 for the applicant. You can ask more if you feel you need more information)

Now I'm going to put you in hypothetical situations that might occur at Camp. These are based on real situations that have come up. These might require you to solve an issue with a camper or a fellow counselor. I would love to hear how you think the situation should be handled.

1. Suppose there is a camper in your group who tends to be a loner and isn't fitting in with the group. How would you handle that situation?
2. What if there is a "bully" in your group who dominates and teases other campers?
3. What if there is a clique of campers in your cabin group who are excluding one camper?
4. Suppose your co- counselor is not pulling their weight. You constantly have to be the one to keep the cabin / activity in order. You are always the "bad cop" while your co-counselor can sit back and be the "good cop." How would you handle the situation?
5. What if you notice your co-counselor continues to violate the unplugged policy by checking their phone when the Campers aren't around? Your co-counselor's view is that it's no big deal since no Campers are around. How do you feel about and respond to that situation?
6. You are sitting at Campfire beside two counselors who are flirting more and more with each other. The flirting continues to the point where they are focused on each other and nothing else. How would you handle this situation?
7. Any other situation that you can think of . . .

Applicant's Name:

Camp Ronald McDonald for Good Times - One on Two "What Now" conversations

Applicant's Name:

1. How do you feel about the process you just went through? Any follow-up thoughts? Any questions?
2. Any friends or relatives who volunteer at Camp or have applied to be a volunteer? Who?
3. Role:

- ☐ Cabin
- ☐ Activity
- ☐ No Preference slight preference for activity

*****GO OVER "WHAT NOW?" SHEETS*****

4. Session preference

- ☐ 01 June 26 – July 3
- ☐ 02 July 6 - 13
- ☐ 03 July 16 - 23
- ☐ 04 July 26 – Aug 2

5. References?
6. Let them know they should hear the results of their Interview within two weeks.
7. Go over NSO info on the 'What Now' sheet.
8. Remind of commitment & how to contact us.
9. Thank them for joining us. Let them log off and then you return to the main Zoom room.

Camp Ronald McDonald for Good Times
INTERVIEW ASSESSMENT

Applicant: _____ Date: _____

Please complete this form immediately after the interview, while the information is fresh in your mind.

Thoughts on the Applicant:

First Impression:	
Communication:	
Personality:	
Experience working with children:	
Why does this applicant want to work @ CRMfGT?	
Do you recommend we hire this applicant? Why? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Maybe	
Any final thoughts / concerns about this Applicant?	
What session(s) can they come to this summer?	
Does the applicant prefer cabin counselor or activity counselor?	
Please put any additional comments on the back of this sheet.	