

Study of Promising After-School Programs
Spring 2003
Director/Coordinator Interview

Interview Date: ____ - ____ - ____

Director/Coordinator Name:

Program Name:

Interviewers:

Respondents:

The purpose of this interview is for the site visitor to collect current information regarding the after-school program. Interviewers should summarize director/coordinator answers quantitatively when ever possible. If necessary, record qualitative background or supplementary information in hand-written notes and add this information in a brief summary at the conclusion of the interview.

Be certain to collect all program items requested in this protocol from the program director/coordinator and attach them to the final write up.

Introduction:

Thank you for taking the time to talk with us while we are here. The goal of this interview is to collect information about your program this spring.

We recognize that there may be some questions that you do not know how to answer. In those cases, we will work with you to figure the most convenient way to talk with the individual who has the information we need, or to arrange to have you obtain the information and get back to us before we leave (if possible).

Please remember, these are information questions only. There is, of course, no right or wrong answer. As is true in any interview we conduct for this study, your answers—which are confidential—will be used to inform our overall analysis and reporting. Neither you nor your program will be identified or identifiable in our reports.

Ask Director for completed survey. Answer any questions. Follow up with Staff Grid: For each staff member listed ask primary responsibilities at the program and position (if any) held at partner school.

Collect schedule for the week you're there and double check that all activities occur that day.

1. Next school year, do you anticipate being able to deliver program services?

- a. at the same level
- b. to a lesser extent (fewer staff, students, or services)
- c. to a greater extent (more staff, students, or services)

Explain.

2. What challenges do you face in raising funds needed to keep your program at the same quality level?

3. Who has responsibilities for planning activities at your after-school program? Interviewers: Complete the following grid on activity planning. Start by asking about the program director/coordinator, going across the row, and continue with each subsequent staff member.

Title	Responsible for Writing Activity Plans (Y/N)	Planning Time is Provided (Y/N)	Paid for planning time (Y/N)	Frequency with which Plans are Written (never, once a year, twice a year, monthly, bimonthly, weekly, daily)	Plans are Reviewed (Y/N)	Reviews Others' Plans (Y/N)
Program Director						
Paid Staff						
Volunteers						

4. I'd like to learn about training opportunities available to the staff in this program. Please indicate if training was required and/or offered in the following topic areas during the past year. Check *all* that apply:

Topics	Director/Coordinators		Paid Staff		Volunteers	
	Required	Offered	Required	Offered	Required	Offered
a. Classroom management						
b. Academic enrichment/literacy						
c. Activity planning						
d. Conflict resolution						
e. Fine and performing arts						
f. Athletic instruction						
g. Health promotion/education and support services (identifying abuse, working with health/social service agencies)						
h. Working with a diverse, multicultural student population						
i. First Aid						
j. Child and Youth development (e.g., leadership, mentoring, community service)						
k. Other:						

5. How many total hours of training did you receive during the past year? _____

6. Are program staff members compensated for training as part of their job at the after-school program? Circle all that apply:

- a. No, they are not compensated in any way for training.
- b. Yes, the program pays for the following training costs. (circle all that apply)
 - i. Time (up to ____ hours)
 - a. Regular Wage
 - b. Reduced Wage
 - ii. Registration fees
 - iii. Travel costs for out-of-town training
 - iv. Materials costs
- c. Compensation varies by role.
 - i. If compensation varies by role, please explain: