



DIRECTOR INTERVIEW

Name of Director Applicant: _____

Interviewer's Name: _____

Date of Interview: _____

These questions assume the applicant has reviewed the Kids Hope USA job description. Prior to selection, the applicant will need to be screened through your children's ministry process to include a criminal history check and reference checks for the purpose of preventing sexual child abuse.

Education and Occupational Information

These questions will help give you a sense of the applicant's work history and skills they possess.

1. Are you currently working? If so, please describe the position including if it's full-time or part-time.
2. Tell me about your previous work experience. What have you found most rewarding in your work?

Motives and Expectations for Applying for Director Position

These questions will help you assess commitment level and ensure the Separation of Church and State will be followed along with other requirements.

3. Why do you want to be a Kids Hope USA director?
4. Keeping in mind the roles of Kids Hope USA directors and volunteers, how comfortable are you with the following restrictions of this program?
 - a. You should model Christ in the school, but you are not permitted to initiate conversations about Christ inside the school property.
 - b. You are to have no student contact outside school or church without parent approval, and it is recommended that you have another screened adult present.
5. Are you available several hours per week to fulfil the responsibilities of the director role, understanding that the beginning and ending of the school year may require more time?



6. What three words would you use to describe your personality?

Christian Faith

These questions will help you explore where applicants see themselves spiritually and understand other ministry involvement.

7. What can you tell me about your own faith journey?

8. What other church ministries are you involved with?

Experience with Children

These questions will help you understand the general experience the applicant has with children.

9. Tell me about your experience working with elementary age children and children's programs, including children of various racial, economic, social, and religious backgrounds.

10. Why do you want to work with children?

Administration

These questions will help you determine if the applicant has the administrative skills to manage the various responsibilities of the director role and if other support roles could be important to fulfilling the functions in which the applicant may not be strong.

11. How do you prefer to manage a task: do it yourself or delegate?

12. What are your administrative strengths and weaknesses?

13. Are you comfortable speaking in front of a group?

14. Describe your computer skills, especially accessing websites and emailing communication?



15. Are you comfortable working with adults?

16. How would you address an unreliable volunteer?

Final Thoughts

This will give the applicant a chance to voice any questions or concerns.

17. Do you have any questions or concerns regarding this position?

INTERVIEW RUBRIC (1 is low-5 is high)

1—Education and Occupational Information	1	2	3	4	5
2—Motives and Expectations for applying for the Director Position	1	2	3	4	5
3—Christian Faith	1	2	3	4	5
4—Experience with Children	1	2	3	4	5
5—Administration	1	2	3	4	5

Total Score:

Additional Comments:

Signature of Interviewer: _____