

Sample Interview Questions

Coordinator

# Interview Questions: Coordinator position

## the capacity for collaborative leadership and management of staff and volunteers

What sort of strategies would you use to ensure collaborative leadership of the staff and volunteers?

## high level administrative, organisational and negotiation skills

This is a high pressure role at times with competing demands placed on your time. In the situation where a community member was wanting to see the you and there was important administrative work to be completed, how would you go about prioritising your time?

## command of community development principles and practice, preferably in a Neighbourhood House setting

1. **Scenario** : Over a few months there has been a substantial increase in single parents expressing concern about having to return to work and/or have their parenting pension cut. What do you think the Neighbourhood House should do about this if anything?
2. **Scenario:** A community was concerned about increased youth crime in their local area. They decided to establish a local Neighbourhood Watch. What are the strengths and/or weaknesses of this strategy?

## the ability to represent, and advocate for the organisation and the community in a highly professional manner

Localtown Neighbourhod House is involved in partnerships with a range of organisations and government depts. What sort of things would you consider if you were going to meet with Council representatives to review a funding agreement?

## an understanding of community development principles and practice

How would you apply community development principles when assessing barriers to accessing education and community engagement activities and what strategies would you use to reduce these for people in this community?

## capacity to work effectively with and resource a volunteer based Committee of Governance

What do you think contributes to working effectively with a committee of governance?

## the ability to relate well to people from a variety of backgrounds including those from culturally and linguistically diverse backgrounds, people with disability, those on low incomes or unemployed, and elderly people;

How do you go about assessing the effectiveness of your communications with people from a variety of backgrounds and with varying abilities?

## the ability to identify community needs and to plan, develop, monitor and evaluate high quality programs to meet those needs;

How would you go about identifying community needs in this particular community?