



**CLYLP SACRAMENTO LEADERSHIP CONFERENCE  
STAFF APPLICATION FORM  
FACILITATOR**

**Conference Dates: July 22-29, 2017**

**Application Deadline: May 26, 2017**

**CHICANO LATINO YOUTH LEADERSHIP PROJECT BACKGROUND**

The CLYLP is a statewide, community-based volunteer organization whose mission is to enhance and build the leadership potential of California's youth to build communities and create a stronger more prosperous state and nation. CLYLP programs connect young people with community volunteers, policymakers and professionals to motivate leadership and civic engagement by strengthening cultural identity, self-confidence and community connections; and open doors to academic achievement, career growth, and leadership opportunities. CLYLP programs provide an opportunity to young people at a crucial moment in their lives to build their capacity and ambition, as well as alter their life courses.

**THE SACRAMENTO LEADERSHIP CONFERENCE**

The Sacramento Leadership Conference (SLC) is an intensive one-week program open to 120 incoming juniors and seniors from all over California. Students are housed at CSU Sacramento and attend powerful workshops.

**VOLUNTEERING FOR THE SACRAMENTO LEADERSHIP CONFERENCE**

The CLYLP SLC provides a life-changing experience for high school students with the help of a special team of volunteers. Serving as conference Facilitators, Peer Counselors and Support Staff, these exceptional individuals commit to spending one full week in Sacramento mentoring and sharing their talents with students, making a significant impact on the students' lives. CLYLP seeks energetic volunteers from various backgrounds and experiences to guide and shape California's future leaders. CLYLP alumni are especially welcomed to re-connect with the CLYLP *familia* by volunteering as a conference staff member.

**COMMITMENT AND REQUIREMENTS**

The main responsibility of conference staff is to supervise and ensure the safety of the high school participants. Staff are required to participate in all conference activities and must commit to attend and stay on site for the full nine days. Volunteers will complete one day of training prior to the start of the conference.

**SLC CONFERENCE DATES, LOCATION AND TRAVEL**

- The SLC will take place from **Saturday, July 22 to Saturday, July 29, 2017.**
- **All volunteer staff members are required to arrive in Sacramento by the evening of Thursday, July 20, 2017, to complete a mandatory orientation and training session on Friday.**
- Persons selected to become SLC staff will be given further information about their specific roles and duties.
- Volunteers are housed at CSU Sacramento, and all activities take place in the City of Sacramento. Transportation to and from Sacramento is provided by CLYLP.

**OTHER PROGRAMS AVAILABLE**

CLYLP has several other programs available for volunteers. Please consider applying for facilitator positions at a regional institute near you:

<b>SAN JOAQUIN VALLEY INSTITUTE</b> June 23 <sup>th</sup> – 25 <sup>th</sup>	<b>BAY AREA INSTITUTE</b> June 23 <sup>th</sup> – 25 <sup>th</sup>	<b>LOS ANGELES INSTITUTE</b> August 11 <sup>th</sup> – 13 <sup>th</sup>
<ul style="list-style-type: none"> <li>• 3 days</li> <li>• 50 student</li> <li>• @ Fresno State University</li> </ul>	<ul style="list-style-type: none"> <li>• 3 days</li> <li>• 50 students</li> <li>• @UC Berkeley</li> </ul>	<ul style="list-style-type: none"> <li>• 3 days</li> <li>• 50 students</li> <li>• @ UCLA</li> </ul>



## CLYLP SACRAMENTO LEADERSHIP CONFERENCE STAFF APPLICATION FORM: FACILITATOR

### FACILITATOR POSITION

Under the general direction of the Conference Coordinator, the Facilitator serves as a small group *FAMILIA* leader to ten student participants and an assigned peer counselor. For the duration of the conference the Facilitator guides, mentors, supports, encourages and challenges the *familia* group. The most important task of the Facilitator is to serve as a resource and positive role model to all student participants. The CLYLP is looking for Facilitator applicants who are mature, reliable and possess both the experience and desire to work with youth.

### FACILITATOR RESPONSIBILITIES

- Supervise assigned students and ensure the safety of all participants throughout the entire week of the conference
- Conduct and participate in activities designed to get students and staff acquainted
- Direct and/or facilitate small group discussion sessions (also known as "*Familia*" time) **and create a safe space for all viewpoints**
- Stay overnight in the same dorms as the students throughout the entire conference week
- Observe and enforce conference rules and guidelines
- Other duties as assigned by the Head Facilitators and/or Conference Coordinator

### Effective Facilitators:

- Maintain effective communication with the Head Facilitator and Conference Coordinator
- Model the behavior expected of all student participants and conference staff
- Promote positive interaction among students, especially among students in their group
- Share their knowledge of resources and opportunities that can benefit the students
- Contribute, in any way possible, to the enhancement of the students' leadership skills
- Demonstrate flexibility in scheduling and responsibilities

### ELIGIBILITY CRITERIA

To be eligible to serve as an Adult Facilitator, you must:

- Be a professional adult, 23 years of age or older
- Have some experience working with or mentoring youth
- Graduate and Post-graduate students are welcomed to apply
- CLYLP Alumni (SLC, LAI, SJVI) are encouraged to apply, but facilitators do not have to be CLYLP alumni.
- Can live anywhere in California. CLYLP will coordinate travel arrangements to Sacramento.

### DEADLINE

The deadline to apply to all staff positions for all programs is **May 26, 2017**.

### SELECTION PROCESS

Applications will be carefully reviewed by the CLYLP SLC Staff Committee. Staff will be selected using pre-determined selection criteria approved by the CLYLP Board of Directors.

### QUESTIONS

For further questions please contact [staff-selection@clylp.org](mailto:staff-selection@clylp.org).



### CLYLP SLC STAFF APPLICATION: FACILITATOR

Application Deadline: May 26, 2017

#### PART 1: APPLICANT INFORMATION

Applicant's Name (Last, First, Middle) \_\_\_\_\_

Gender (M/F) \_\_\_\_\_

Age \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

#### PART 2: CURRENT EMPLOYMENT INFORMATION

If you are currently employed, please complete the information below. Please note: the information is used for statistical purposes only.

Company/Organization: \_\_\_\_\_ Position Title: \_\_\_\_\_

#### PART 3: EDUCATION INFORMATION

1. List the degrees degree completed (B.A., B.S., M.S., MPH, Ph.D, J.D., etc) and the university obtained from.  
\_\_\_\_\_

2. If you are currently in a graduate program, please tell us the degree you are pursuing and what university you are attending:  
\_\_\_\_\_

#### PART 4: CLYLP PARTICIPATION

\*\* CLYLP alumni are highly encouraged to apply, but not required for Facilitator position.

1. Are you a CLYLP Alumnus? (yes or no) \_\_\_\_\_

2. If no, how were you referred to CLYLP \_\_\_\_\_

3. If yes, check off which CLYLP high school programs you participated in and what years (please indicate if more than one)

Sacramento Leadership Conference     Los Angeles Institute     San Joaquin Valley Institute

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

4. Please list any previous CLYLP participation (Facilitator at SLC or SJVI/LAI, Peer Counselor, Support Staff, Comcast Fellow, Scholarship recipient, Intern, etc.),  
\_\_\_\_\_  
\_\_\_\_\_



**PART 5: ESSAY QUESTIONS**

Please answer the following TWO essay questions. Each essay must be typed, and must not exceed 500 words.

**Essay #1**(500 words)

*Based on your personal and professional experiences, please explain what you believe to be the main barriers Chicano/Latino students face in successfully completing high school and qualifying for college in the 21<sup>st</sup> century.*

**Essay #2**(500 words)

*The facilitator position is one of the most vital roles for CLYLP programs. Based on your understanding of its requirements, what experience or attributes do you possess that qualify you to serve as a facilitator?*

**PART 6: RESUME**

Please submit a current resume that highlights the following:

1. Effective communication skills
2. Ability to supervise others
3. Positive role model aptitudes
4. Knowledge of resources relevant to high school students

**PART 7: REFERENCES**

Please list two references that are able to speak to your work with youth.

Name \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Years/length of acquaintance \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

Name \_\_\_\_\_  
 Relationship \_\_\_\_\_  
 Years/length of acquaintance \_\_\_\_\_  
 Email \_\_\_\_\_  
 Phone \_\_\_\_\_

**PART 8: SIGNATURE**

My signature below certifies that all the information provided on this form and in my application is accurate and that I understand the time commitment and responsibilities associated with the conference staff position I am applying for.

**Applicant's Name (print)** \_\_\_\_\_

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**CHECKLIST**

- |   |  |
|---|--|
| <input type="checkbox"/> Completed Application Form | <input type="checkbox"/> Essay Question #1 |
| <input type="checkbox"/> Current Resume             | <input type="checkbox"/> Essay Question #2 |

**DEADLINE AND SUBMISSION**

- Applications must be RECEIVED by no later than **May 26, 2017** via email to: [staff-selection@clylp.org](mailto:staff-selection@clylp.org).
- Please write the STAFF POSITION and PROGRAM you are applying to in the Email Subject Line!