



## CLYLP INSTITUTE STAFF APPLICATION FORM FACILITATOR

**Deadline to apply: April 22, 2016**

### CHICANO LATINO YOUTH LEADERSHIP PROJECT BACKGROUND

The CLYLP is a statewide, community-based volunteer run 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 as well as 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. Programming motivates young people to pursue their education and become involved and engaged members of their communities.

### CLYLP REGIONAL INSTITUTES

CLYLP offers three regional institutes: the Bay Area Institute, the Los Angeles Institute and the San Joaquin Valley Institute. Each institute offers a 3-day intensive program open to 50 incoming juniors and seniors from the designated region. Students are housed at a university campus and attend powerful workshops focused on regional issues.

### VOLUNTEERING FOR CLYLP

CLYLP programs provide a life-changing experience for high school students with the help of a special team of volunteers. Serving as institute Facilitators, Peer Counselors and Support Staff, these exceptional individuals commit to spend one weekend 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 institute staff members.

### COMMITMENT AND REQUIREMENTS

The main responsibility of institute staff is to supervise and ensure the safety of the high school participants. Staff are required to participate in all institute activities and must commit to attend and stay on site for the **full three days of the institute**. Volunteers will also complete a half-day of training prior to the start of the institute.

### PROGRAMS

There are three regional institutes volunteer can apply to serve as staff.

<b>SAN JOAQUIN VALLEY INSTITUTE</b>	<b>June 10 - 12, 2016</b> (Friday to Sunday)	<ul style="list-style-type: none"><li>• 50 students from the Central Valley</li><li>• Housed at Fresno State University</li></ul>
<b>BAY AREA INSTITUTE</b>	<b>June 24 – 26, 2016</b> (Friday to Sunday)	<ul style="list-style-type: none"><li>• 50 students from the Bay Area</li><li>• Housed at UC Berkeley</li></ul>
<b>LOS ANGELES INSTITUTE</b>	<b>August 5 - 7, 2016</b> (Friday to Sunday)	<ul style="list-style-type: none"><li>• 50 students from Los Angeles County</li><li>• Housed at UCLA</li></ul>

### TRAVEL

- Persons selected to become CLYLP Institute staff members will be given further information about their specific roles and duties, as well as the training day and check-in time. Volunteers must make their own travel arrangements.
- Volunteers are housed at university campuses, and all activities take place in the designated city.



## CLYLP INSTITUTE STAFF APPLICATION FORM: FACILITATOR

### FACILITATOR POSITION

Under the general direction of the Institute Coordinator, the Facilitator serves as a small group *FAMILIA* leader to ten student participants and an assigned peer counselor. For the duration of the institute 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 throughout the entire weekend of the institute
- 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)
- Stay overnight in the same dorms as the students throughout the entire institute weekend
- Observe and enforce institute rules and guidelines
- Other duties as assigned by the Head Facilitators and/or Institute Coordinator

### Effective Facilitators:

- Maintain effective communication with the Head Facilitator and Institute Coordinator
- Model the behavior expected of all student participants and institute 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.
- Be local to the institute region (Bay Area, Central Valley or Los Angeles).

### DEADLINE

The deadline to apply to all staff positions for all programs is **April 22, 2016**.

### SELECTION PROCESS

Applications will be carefully reviewed by the CLYLP Staff Committee. Staff will be selected using pre-determined selection criteria approved by the CLYLP Board of Directors. All applicants will be notified of the status of their application **in late May**.

### QUESTIONS

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



## CLYLP INSTITUTE STAFF APPLICATION: FACILITATOR

Deadline to apply: April 22, 2016

### PART 1: PROGRAM

Please indicate to which program you are applying to be a facilitator.

**San Joaquin Valley Institute**

June 10 – 12, 2016

@ Fresno State University

**Bay Area Institute**

June 24 – 26, 2016

@ UC Berkeley

**Los Angeles Institute**

August 5 – 7, 2016

@ UCLA

### PART 2: APPLICANT INFORMATION

Applicant's Name (Last, First, Middle)

Gender (M/F)

Age

Address

City

State

Zip Code

Email: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Evening Phone Number: \_\_\_\_\_

### PART 3: CURRENT EMPLOYMENT INFORMATION

If you are currently employed, please complete the information below. Please note: the information is used for statistical purposes only and do not impact your overall application.

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

### PART 4: EDUCATION INFORMATION

1. If you are currently a student completing a graduate degree, please tell us the degree you are pursuing and what college/university you are attending: \_\_\_\_\_
2. If you are no longer a student, list the highest degree completed (B.A., B.S., M.S., MPH, Ph.D., J.D., etc) and the university obtained from. \_\_\_\_\_

### PART 5: 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)
 

<input type="checkbox"/> Sacramento Leadership Conference	<input type="checkbox"/> Los Angeles Institute	<input type="checkbox"/> San Joaquin Valley Institute
Year: _____	Year: _____	Year: _____



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

\_\_\_\_\_  
\_\_\_\_\_

**PART 6: 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, 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 role is one of the most vital involved in the 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 7: 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 8: 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 9: 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 institute 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 **April 22, 2016** 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!