



CLYLP SACRAMENTO LEADERSHIP CONFERENCE

STAFF APPLICATION FORM

SUPPORT STAFF

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 staff positions at a regional institute near you:

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



**CLYLP SACRAMENTO LEADERSHIP CONFERENCE
STAFF APPLICATION FORM: SUPPORT STAFF**

SUPPORT STAFF POSITION

Under the general direction of the Conference Coordinator, Support Staff serve as the support network of conference logistics (i.e. deliveries between the presentation hall and dorm, airport transportation, store runs and store maintenance, etc.). The most important role of a Support Staff member is that of a positive role model and reliable worker.

SUPPORT STAFF RESPONSIBILITIES

- Commitment to be present at the conference the entire week
- Assist with the general coordination of the conference
- Model the behavior expected of all participants
- Demonstrate flexibility with scheduling and shared responsibilities
- Stay overnight in the same dorms as the students for the duration of the conference
- Comply with established rules and guidelines
- Provide consistent support and assistance in the logistical coordination of the program
- Assume responsibility for specific areas of logistical assistance such as:
 - Audio-visual equipment set-up and monitoring
 - Shuttle transportation driver to airport and other localities
 - Dorm security and supervision
 - Dorm office management and telephone receptionist
 - Materials and supplies monitoring for workshop presentations
 - Host visitors and presenters

ELIGIBILITY CRITERIA

Those who meet the ANY of the following criteria are welcomed to apply to serve as Support Staff:

- Must be at least 21 years of age OR be a full-time college/university student currently completing your third year
- Working adults
- CLYLP alumni from the Sacramento Leadership Conference are encouraged to apply, but being alumni is not required.

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.



CLYLP SLC STAFF APPLICATION: SUPPORT STAFF

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.

Company/Organization: _____ Position Title: _____

PART 3: EDUCATION INFORMATION

- Please list degrees completed (B.A., B.S., M.S., MPH, Ph.D, J.D., etc) and the university obtained from.

- If you are enrolled in a graduate program, please tell us the degree you are pursuing and what college/university you are attending:

PART 4: CLYLP PARTICIPATION

**** CLYLP alumni from the Sacramento Leadership Conference are highly encouraged to apply, but not required for Support Staff position.**

Are you a CLYLP Alumnus? (yes or no) _____

If no, how were you referred to CLYLP? _____

If yes,

- What year did you attend the Sacramento Leadership Conference? _____ SLC Familia Number: _____
Facilitator Name: _____ Peer Counselor: _____
- If you are also an alumnus of a CLYLP regional institute, please indicate which program and the year you participated:
 Los Angeles Institute San Joaquin Valley Institute
Year: _____ Year: _____

Please list any other previous CLYLP participation (Peer Counselor, Support Staff, 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)

What have you accomplished since you attended CLYLP? Focus on what leadership roles or projects you might have carried out or started because of the influence CLYLP had on you.

Essay #2(500 words)

Why do you feel you would make an excellent Support Staff member? Highlight organizational, technical and people skills that make you an exceptional candidate.

PART 6: 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"/> Essay Question #2 |

DEADLINE AND SUBMISSION

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