



## CLYLP INSTITUTE STAFF APPLICATION FORM SUPPORT STAFF

**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 promote 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. Programming motivates young people to pursue their education and become involved, 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 is 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 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.

#### SAN JOAQUIN VALLEY INSTITUTE

**June 23-25, 2017**  
(Friday to Sunday)

- 50 students from the Central Valley
- Housed at Fresno State University

#### BAY AREA INSTITUTE

**June 23-25, 2017**  
(Friday to Sunday)

- 50 students from the Bay Area
- Housed at UC Berkeley

#### LOS ANGELES INSTITUTE

**August 11-13, 2017**  
(Friday to Sunday)

- 50 students from Los Angeles County
- Housed at UCLA

### 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 are housed at university campuses, and all activities take place in the designated city.
- **Volunteers must make their own travel arrangements at their own costs.**



## CLYLP INSTITUTE STAFF APPLICATION FORM: SUPPORT STAFF

### SUPPORT STAFF POSITION

Under the general direction of the Institute Coordinator, Support Staff serve as the support network of institute 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 institute the entire weekend
- Assist with the general coordination of the institute
- 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 institute
- 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
  - 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
- Alumni from any CLYLP high school program (SLC, LAI, SJVI, BAI) are encouraged to apply, but being alumni is not required.
- 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 **May 26, 2017**.

### SELECTION PROCESS

Applications will be carefully reviewed by the Institute 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 INSTITUTE STAFF APPLICATION: SUPPORT STAFF

Application Deadline: May 26, 2017

### PART 1: PROGRAM

Please indicate to which program you are applying to be a peer counselor.

**San Joaquin Valley Institute**

June 23-25, 2017

@ Fresno State University

**Bay Area Institute**

June 23-25, 2017

@ UC Berkeley

**Los Angeles Institute**

August 11-13, 2017

@ UCLA

### PART 2: APPLICANT INFORMATION

Applicant's Name (Last, First, Middle)

Gender (M/F)

Age

\_\_\_\_\_

Address

City

State

Zip Code

\_\_\_\_\_

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

### PART 3: CURRENT EMPLOYMENT INFORMATION

If you are currently employed, please complete the information below.

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

Position Title: \_\_\_\_\_

### PART 4: EDUCATION INFORMATION

If you are currently an undergraduate or graduate student please respond below.

▪ University name: \_\_\_\_\_ Major/Degree Pursuing: \_\_\_\_\_

▪ Check off your year in school/degree level:

Community College  Freshman/1st Year  Sophomore/2<sup>nd</sup> Year  Junior/3<sup>rd</sup> Year  Senior/4<sup>th</sup> Year

Graduate Student  Other \_\_\_\_\_

If you are no longer a student, please list degrees completed (B.A., B.S., M.S., MPH, Ph.D, J.D., etc) and the university obtained from.

\_\_\_\_\_



**PART 5: CLYLP PARTICIPATION**

\*\* CLYLP alumni from ALL CLYLP high school programs 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, please indicate below which programs you participated in and what years

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

▪ List any other previous CLYLP participation (Peer Counselor, Support Staff, 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)

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 7: 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"/> Essay Question #2 |

**DEADLINE AND SUBMISSION**

- Applications must be RECEIVED by no later than **May 26, 2017** by 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!