

July 21-July 29, 2017



Staff & Leadership Team Application **2017**

Due: Friday, May 5, 2017





Our Mission

To advance justice
by building leadership, fostering change,
and dismantling all forms of prejudice, discrimination, and oppression.

Our Vision

We envision an equitable and inclusive Central Coast
where all people are connected, respected, and valued.



The CommUnity Leadership Institute (CLI) is an 8-day residential summer program for high school-aged youth from Ventura, Santa Barbara, and San Luis Obispo Counties.

Participants learn about issues of identity, diversity, and equity, and are empowered with the knowledge and skills to promote justice in their schools and communities.

Participants strengthen their leadership, personal character, communication, community building, and advocacy skills, while tackling important issues of racial, gender, sexual orientation, and socio-economic inequality.

**This year's CLI will be July 22– July 29 at Cate School, Carpinteria, CA.
Staff will arrive on July 21st.**

CLI Staff

CLI staff is made up of a diverse group of youth and adults. About 6-12 staff members are youth (Youth Leaders) who attended CLI in previous years. Another 6-12 staff members are adults (Youth Allies) from a variety of professional backgrounds (e.g. teachers, counselors, community leaders, businesspeople, and students). Leadership on staff includes the Program Director, Co-Directors, Resource & Wellness Coordinator, Administrators, and Process Consultant.

Who Can be on Staff

Anyone who is 18 years of age or older *and* has been out of high school for at least one year (or equivalent for non-high school graduates) *OR* anyone who is currently 15-18 years old and a graduate of CLI may apply to serve on staff. Just Communities encourages people of all racial, religious, ethnic, gender, sexual orientation, class, cultural, physical ability, or other identity groups to apply.

Who Can be on the Leadership Team

Anyone who is 18 years of age or older *and* has been out of high school for at least one year (or equivalent for non-high school graduates) and has been a previous staff member of CLI *OR* anyone who is currently 15-18 years old and a graduate and previous staff member of CLI may apply to serve on the Leadership Team. Just Communities encourages people of all racial, religious, ethnic, gender, sexual orientation, class, cultural, physical ability, or other identity groups to apply. The only Leadership role which does not require previous CLI experience is that of Administrator, though experience with the institute is preferred.

What Staff Members Do

Staff members play many roles at CLI. Staff members teach and facilitate exercises and a variety of small groups. They also supervise on-site, work one-on-one with participants, and serve as role models, mentors, advocates, and allies. All staff members promote a safe and respectful learning environment, and bring themselves (their unique background, experiences, ideas, etc.) to the program.

What Leadership Team Does

Collectively, the Leadership Team is responsible for the direction and administration of the Institute. Each Leadership Team position is assigned primary responsibility for specific directive, advisory, and/or administrative functions. The Leadership Team also serves as role-models, mentors, advocates, and allies to staff and participants. Additionally, they supervise on-site, and work one-on-one with participants. Together with the Staff, Leadership Team members promote a safe and respectful learning environment, and bring themselves (their unique background, experiences, ideas, etc.) to the program.

Staff Training

Those selected for CLI staff must attend pre-institute training provided by Just Communities. **Attendance at all scheduled training and preparation sessions is required**, and staff members are also expected to spend time preparing between sessions and ahead of the institute. Staff should expect to dedicate a minimum of **50 hours** to training and preparation before the institute.

There will be five full day trainings for all staff, as well as one mandatory orientation session for first time CLI staff members. Scheduled trainings will take place in Santa Barbara, CA.

About the Institute Facility, Housing, and Meals

CLI 2017 will be held at Cate School in Carpinteria. All staff stay on-site throughout the entire week of CLI. Lodging will be in dormitories. Meals are served three times a day in the dining hall. Snacks, fruit, and water are available throughout the day. A staff member is available to handle illness or injuries. Medical emergencies will be handled at a nearby hospital.

Staff Member Payment

CLI staff members are volunteers. However, as a thank you for your time and efforts, you will receive an honorarium upon completing all CLI staff trainings and the Institute itself. (Amount varies by role.) The honorarium is also intended to cover any expenses you may incur while volunteering for Just Communities (e.g. mileage, meals during training sessions, fingerprinting, etc.).

Application Receipt & Acceptance

Once your application has been submitted, you will receive an email confirming that we have received your application. Acceptance letters will also be sent subsequently via email by May 8th, 2017. If you are selected for CLI staff, your acceptance letter will contain more detailed information about staff training. All staff applications are due no later than Friday, May 5th.

School Credit &/or Time Off

Most schools offer credit or community service hours to students who volunteer as staff for CLI. To find out more, talk with your school about its volunteer credit process. In addition, some employers are willing to donate employees time on staff as paid professional development. Ask your employer about this option if you are unable to take time off of work to volunteer for CLI.

How to Apply

Complete the enclosed application (Parts 1-7), including answers to the questions within Part 6.

Please return complete application by mail, email, or fax to:

**Just Communities
CLI Staff Selection
1528 Chapala Street, Suite 308
Santa Barbara, CA 93101**

**npacheco@just-communities.org
fax: 805.246.1566**

Due Friday, May 5th, 2017

**If you have questions about the application or process,
call the Just Communities office before the application deadline at
(805) 966-2063 or e-mail Program Director, Nayra Pacheco.**

Staff Application

Personal Information Part 1

Applicant Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Preferred Phone: _____ Alternate Phone: _____
circle one: home cell work circle one: home cell work

E-Mail: _____

Place of Birth: _____ Birth Date (MM/DD/YY): _____

School/Employer: _____

What (if any) CLIs have you staffed or participated in before? *OR* How did you find out about CLI? _____

INSTRUCTIONS:
Fill out requested information completely. **If you do not know, write "unknown".**

NOTE
A contact roster will be distributed to CLI staff ahead of the institute. Please indicate what, if any, information you would like distributed.
 ___ email ___ preferred phone

T-Shirt Size *select only one (adult sizes)*
 small medium large x-large xx-large
 ___ Women's Cut Men's Cut

Demographic Information Part 2

INSTRUCTIONS
Please fill out all areas. **If you are not sure or have no answer, write "n/a".**

All information in this section is used to assess diversity on CLI staff & is kept CONFIDENTIAL.

<p>Race(s): _____</p> <p>Ethnicity(ies), Nationality(ies), or Tribal Membership(s) <i>[i.e. Mixtec, Chumash, Jewish, Salvadoran, Armenian, Vietnamese, etc.]</i>: _____</p> <p>Sexual Orientation: _____</p> <p>Socio Economic Status (<i>poor, working class, middle, upper middle, upper 1%</i>) while growing up: _____</p> <p>Languages Spoken: _____</p>	<p>Gender: _____</p> <p>Current Annual Family Income: <input type="radio"/> less than \$20,000 <input type="radio"/> \$20,000 - \$44,999 <input type="radio"/> \$45,000 - \$79,999 <input type="radio"/> \$80,000 - \$149,999 <input type="radio"/> \$150,000 - \$249,999 <input type="radio"/> more than \$250,000</p> <p># People in Household: _____</p>	<p>Please tell us any additional information that you would like to share (for example: religion, physical ability, generation in US, etc.):</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
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Dietary Needs
The site does not have a kosher kitchen.
PLEASE DO NOT BRING FOOD FROM HOME.

Vegetarian Vegan
Other Dietary Needs or Restrictions:

Medical & Emergency Information Part 3

INSTRUCTIONS

1. If you are under 18, please have a parent or guardian complete this section completely.

2. You must answer questions 1-6, or your application will be returned.

3. You MUST notify Just Communities if any of this information changes between the time your application is submitted and the time CLI begins. (Example: you get an injury after filling out the application.) Please call Just Communities at (805) 966-2063.

We need some information about your (your child's) medical history, as well as emergency information. All medical information is held confidential.

Applicant Name: _____ DOB: _____
Please list 2 emergency contacts (if under 18, one contact must be a parent or legal guardian):

Name of Contact	Relationship to Applicant	Phone #

If under 18, parent/guardian must complete the following information:

1. May the applicant be given patent-type medicines such as Tylenol, antihistamines, cough syrups, nose spray, etc. as needed? If **MAY NOT** is checked, applicant **WILL NOT** be given these medicines. May May Not
2. Does the applicant have physical limitations which will restrict her/his participation? Yes No
3. Will the applicant be taking any prescribed medication during the program? Yes No
4. Is the applicant presently undergoing professional counseling or therapy? Yes No
5. Has the applicant been injured (and needed medical treatment) within the last year? Yes No
6. Does the applicant have any of the following medical conditions? (check all that apply)

<input type="radio"/> asthma	<input type="radio"/> allergies	<input type="radio"/> convulsive disorders	<input type="radio"/> HIV positive
<input type="radio"/> heart problem	<input type="radio"/> pulmonary disorders	<input type="radio"/> musculo-skeletal disorder	<input type="radio"/> hepatitis
<input type="radio"/> otitis media	<input type="radio"/> skin infection	<input type="radio"/> neurological disorder	<input type="radio"/> epilepsy
<input type="radio"/> diabetes mellitus <input type="radio"/> other issues the medical staff should be aware of (Please elaborate in area below)			

IMPORTANT! If in questions 2-5 you answered "yes" or checked off any condition in question 6, please give details and any specific instructions regarding the applicant's physical limitation, special diet, medications, etc. **ALSO please list any other mental, emotional or physical conditions you have that are not on this list.**

Health Insurance Information Part 4

INSTRUCTIONS

1. List all insurance information if applicable. If the applicant has no medical insurance, please write "none".

2. Parent or Guardian must sign the emergency release agreement if applicant is under 18.

Name of Policy Holder: _____

Health Insurance Name: _____

Group Number: _____ Policy Number: _____

Insurance phone # _____ Primary Doctor: _____

Insurance Address: _____

EMERGENCY RELEASE AGREEMENT

In the event of an accident or illness which requires emergency medical care, I give my permission to the CLI staff to transport me/my child (or the person of whom I am legal guardian) to appropriate medical facilities as needed, and for licensed nurses and/or physicians to order such medical attention as may be deemed necessary for my/my child's health and safety.

Applicant Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
(if applicant is under 18)

Training Dates & Staff Roles Part 5

INSTRUCTIONS

We will have between 45-60 hours of training and prep time in between trainings.

Please note that staff will be required to attend ALL trainings. Missed trainings will result in withdrawal of staff participation.

Are you available for ALL the following training ? (Mark off with an "x" if yes.)

Sat, June 3 Sun, June 4

Sat, June 24 Sun, June 25

Sat, July 15

July 21– July 29 CLI and Staff Day o

For New Staff, what dates from 5:00-8:00pm are you available for an orientation?

Mon, May 22 Wed, May 24

Tues, May 23 Thurs, May 25

Staff & Leadership Positions:

INSTRUCTIONS

Check off which staff position you are interested in. If you are interested in and qualify for multiple, please rank them, with "1" being your first choice.

All Staff & Leadership Team members are responsible for implementing the CLI program and curriculum. This includes facilitating exercises and a variety of small groups, supporting participants and fellow staff, promoting a safe and respectful learning environment, and bringing themselves (unique backgrounds, experiences, ideas, etc.) to the program. All staff & leadership team members stay on-site throughout the entire week of CLI.

Apply for at least one of the following positions. Apply for multiple positions only if qualified, and indicate preference, with "1" being top preference, and "2" being second preference, etc.

Youth Leader _____ Youth Leaders (YLS) are between the ages of 16 and 22. In addition to the General Staff Responsibilities, YLS support and supervise Institute participants in the dorms. YLS also serve as role models to the participants and, being closest to the participants' age, are often people who participants feel most comfortable going to for support. YL applicants younger than 18 must have participated in CLI in a previous year.

Youth Ally _____ Youth Allies (YAs) are adults (age 22 and over) who, in addition to fulfilling the General Staff Responsibilities, mutually mentor YLS by providing support, advice and a listening ear. Youth Allies also serve as positive adult role models for both the Institute participants and YLS, demonstrating what healthy, non-oppressive, youth/adult relationships are like. This means forming age-appropriate relationships with youth, while modeling the ability to look at their own power and privilege as an adult, all while maintaining appropriate boundaries.

Institute Administrator _____ supports the CLI program by helping with a variety of administrative duties at the Institute. During CLI, the Administrator serves as the liaison between the staff and the site, supervises and is available to the participants during staff meetings, and ensures the staff has the tools and resources they need to implement the program. The Administrator(s) serve(s) on the Leadership Team. No previous CLI experience required, though it is preferred. Bilingual preferred.

Resource & Wellness Consultant _____ is a staff person who has either professional or peer counseling, crisis management, and must have first aid/CPR skills. The Resource & Wellness Consultant deals directly with participants (and their legal guardians) who are in crisis, want to leave, or need additional individual or small group attention beyond what YLS or YAs can provide. The Resource Person, under the direction of the Program Director, is also involved with participant disciplinary action and serves as a liaison between participants, their guardians and the CLI Staff. The Resource Person serves on the Leadership Team. No previous CLI experience required, though it is preferred. Bilingual preferred.

Process Consultant _____ is responsible for observing and consulting to the staff collectively and individually about its process in order to help the staff perform at its best throughout the Institute. The process Consultant should have strong knowledge of group dynamics with a social justice and social identity lens, and be skilled in coaching and supporting group processes. In addition, the Process Consultant will observe the program participants and offer advice and insight about their process to the Leadership and Staff as needed and appropriate. No previous CLI experience required, though it is preferred.

To help us learn more about you, your interests, and the experience you bring to CLI Staff/Leadership, please answer the following questions as directed below. Ensure that your answers are succinct but thorough, **including specific examples**. There are separate questions for YLs/YAs and Leadership Team, as well as applicants who would be returning staff and for applicants who have never staffed CLI.

PLEASE TYPE OR PRINT YOUR RESPONSES ON SEPARATE PAGES

**Be sure to indicate which questions you are answering.
Submit your answers with your completed application.**

Questions for YL & YA Applicants Only (Leadership Team Questions on Following Page)

NEW Staff

(Have not served on CLI staff before)

1. Have you ever attended a Just Communities/ NCCJ residential youth program (CLI, Brotherhood-Sisterhood Camp, Anytown, etc.)
 - a. If yes, what region, what program, when, and what was your role?
 - b. If no, how did you learn about Just Communities' CLI?
2. Why do you want to serve on staff for CLI?
3. What, if any, human relations, social justice, and/or anti-oppression experience or training do you have? How did you become interested in this work?
4. What experience do you have with leading/facilitating workshops, trainings, classes, camps, etc.?
5. Just Communities' CLI deals in-depth with issues of racism, sexism, heterosexism, classism, and adultism. What aspects of these or other social justice/oppression issues are you most knowledgeable about and comfortable with exploring? Please elaborate.
6. In which of these areas are you least knowledgeable or comfortable exploring? Please elaborate.
7. Please share three strengths that you would bring to the CLI staff. Please elaborate, with examples.
8. What do you hope to learn or become better at by being on CLI staff?
9. If you are applying for the position of Youth Ally, please describe your prior experience working with high school-aged youth.
10. Please list 3 references (name, contact information, and relationship to you) who can talk about your qualifications to serve on the CLI staff.

Questions for RETURNING Staff

1. Please tell us the last time you served on staff for CLI. In what role did you serve?
2. Please tell us why you're applying for the role you chose this year.
3. What was the most challenging thing about your last staff experience? Please elaborate, with examples. (However, please speak from your personal experience, and maintain confidentiality of others.)
4. What was the most important lesson you learned from your last staff experience? Please elaborate.
5. Do you have any goals for yourself for this year's staff experience? Anything you'd like to do differently? Anything new you'd like to learn or gain? Please elaborate.
6. Please describe how you've worked to advance social justice and/or dismantle oppression since your last time at CLI.
7. Please share three strengths that you would bring to the CLI staff. Please elaborate, with examples.
8. If you could improve the CLI experience for staff in any way, what would you do?
9. If you could improve the CLI experience for CLI participants, what would you do?
10. Please list 3 references (name, contact information, and relationship to you) who can talk about your qualifications to serve on the CLI staff.

Questions for Leadership Team Applicants Only (YL/YA Questions on Previous Page)

PLEASE TYPE OR PRINT YOUR RESPONSES ON SEPARATE PAGES
Be sure to indicate which questions you are answering.
Submit your answers with your completed application.

Questions for NEW Leadership Team Applicants (Have not served on staff or leadership team at CLI before)

1. Have you ever attended a Just Communities/ NCCJ residential youth program (CLI, Brotherhood-Sisterhood Camp, Anytown, etc.) a. If yes, what region, what program, when, and what was your role? b. If no, how did you learn about Just Communities' CLI?
2. Why do you want to serve on staff for CLI?
3. For the position(s) you are applying to, please share what qualifications and/or characteristics you have that make you a good candidate.
4. What, if any, human relations, social justice, and/or anti-oppression experience or training do you have? How did you become interested in this work?
5. What experience do you have leading or facilitating workshops, trainings, classes, camps, etc.?
6. Just Communities' CLI deals in-depth with issues of racism, sexism, heterosexism, classism, and adultism. What aspects of these or other social justice/oppression issues are you most knowledgeable about and comfortable with exploring? Please elaborate.
7. In which of these areas are you least knowledgeable or comfortable exploring? Please elaborate.
8. Please describe your prior experience working with high school aged youth.
9. Please list 3 references (name, contact information, and relationship to you) who can attest to your qualifications to serve on the CLI staff.

Questions for RETURNING Leadership Team Applicants (Have been on CLI Staff/Leadership Time before)

1. Please tell us the last time you served on staff for CLI. In what role did you serve?
2. Please tell us why you're applying for the role(s) you chose this year.
3. For the position(s) you are applying to, please share what qualifications you have that make you a good candidate.
4. What was the most challenging thing about your last staff experience? Please elaborate, with examples. (However, please speak from your personal experience, and maintain confidentiality of others.)
5. What was the most important lesson you learned from your last staff experience?
6. Do you have any goals for yourself for this year's staff experience? Anything you'd like to do differently? Anything new you'd like to learn or gain? Please describe.
7. Please share three strengths that you would bring to the CLI staff. Please elaborate, with examples.
8. Please tell us how you've worked to advance social justice and/or dismantle oppression since your last CLI.
9. If you could improve the CLI experience for staff in any way, what would you do?
10. If you could improve the CLI experience for CLI participants, what would you do?
11. Please list 3 references (name, contact information, and relationship to you) who can attest to your qualifications to serve on the CLI staff.

Consent Form/Waiver Part 7

1. I understand that Just Communities' *CommUnity Leadership Institute* is an intensive human relations program which deals with mature subject matters. I understand that workshop topics will include values clarifications, self-esteem, stereotypes and prejudice, interpersonal communication, racism, sexism, heterosexism, classism, adultism, family issues, institutional and personal power, and more.
2. I understand that CLI participants and staff often find CLI to be an emotional experience. At CLI, participants and staff may experience confusion, anger, joy, sadness, frustration, hope and more as they learn. I can assure that I (my child) have no known mental or emotional disorders or sensitivities which would interfere with my (my child's) participation and that I (my child) am capable of handling the subject matter and emotional nature of this program.
3. I understand that although Just Communities has taken precautions to provide proper organization, supervision, and equipment for each activity, it is impossible for Just Communities to guarantee absolute safety. I also understand that each participant shares the responsibility for safety during all activities, and I assume that responsibility for myself (my child). I waive any claim which may arise against the Board of Directors of Just Communities, Inc. and/or its employees, agents, lessors, or volunteers, including those claims which may arise from the negligence of Just Communities, Inc., its Board of Directors, and/or its employees, agents, lessors, or volunteers.
4. I agree to comply with all policies, procedures, and rules applicable to CLI staff, and I understand that any violation may result in my dismissal. If the CLI Program Director must send me (my child) home for any reason, I agree to leave immediately (pick up my child within four hours of the Directors' call) unless other arrangements are made with the Program Director. For parents/guardians: I understand that I may be called at any time of the night or day to arrange for my child's transportation home, and that I will be responsible for all costs associated with such transportation.
5. If my (my child's) medical or insurance information should change prior to the Institute, I will notify Just Communities of any changes, new conditions, medications, limitations, etc. by contacting Just Communities at 805.966.2063.
6. I understand that nothing in this application, or in acceptance of an offer to provide my services as a CLI staff member, is intended to create an employment contract between Just Communities and me (my child).
7. I understand that any acceptance of my (my child's) offer to provide services to Just Communities are contingent upon receipt of satisfactory responses to any and all investigations (background checks, fingerprints) by Just Communities. I understand that any false answers, false statements or misrepresentations by omission made by me (my child) on this application or any related document will be sufficient for rejection of my application, or for my (my child's) immediate discharge if discovered after I (my child) begin services.
8. I understand that CLI staff is prohibited from making use of or reproducing Just Communities materials or Just Communities' CLI curricula except, in rendering services to Just Communities/Just Communities' CLI.
9. I authorize Just Communities to use photographs taken and quotes given for the purpose of promoting and marketing Just Communities' CLI and other Just Communities work.
10. I certify that the information provided in this application is true and complete.
11. I have read and understand all the enclosed documents in this packet.

INSTRUCTIONS

1. Read carefully and sign.
2. If applicant is under 18, make sure **both** parent or guardian **and** participant sign. ***If both signatures are not present, the application will not be accepted.***

DO NOT SIGN UNLESS READ AND FULLY UNDERSTOOD
If you have questions, please call our office at 805.966.2063

Applicant Signature _____ **Date** _____

Parent/Guardian Signature _____ **Date** _____
(if applicant is under 18)