



CLI commUnity
leadership
institute
JUST communities

Staff Application

Due February 11, 2012

Just Communities'
CommUnity Leadership Institute (CLI)
empowers high school-aged youth
to become more effective leaders and change
agents, dedicated to dismantling oppression
and promoting inclusion, equity, and social justice.

CLI 2012
August 4th - 11th



JUST
communities
comunidades **JUSTAS**



Our Mission

Just Communities advances justice by building leadership, fostering change, and dismantling all forms of prejudice, discrimination, and oppression.

Our Vision

Just Communities envisions an equitable and inclusive Central Coast where all people are connected, respected, and valued.

About CLI & Staff Selection

Just Communities' *CommUnity Leadership Institute (CLI)* is an annual, 8-day residential summer program in which approximately 48 high school aged youth from Ventura, Santa Barbara and San Luis Obispo County are trained in issues of social injustice, and advocacy to take positive action to promote justice in their schools and communities.

At the institute, young people from diverse backgrounds have the opportunity to explore their multifaceted identities, learn how to recognize and counter inequity, and gain advocacy skills and tools to bring back to their schools and communities. Topics treated focus on racism and xenophobia, sexism, homophobia, and classism, as well as communication, human relationship, leadership and advocacy, personal character, and community building.

CLI Staff

CLI staff consists of about 20 people, and 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 staff members are adults (Youth Allies) from a variety of professional backgrounds (e.g. teachers, social workers, counselors, psychologists, clergy, community members, business people, and students). Other staff members include the Program Director, Co-Directors, a Training Director, a Resource Coordinator, a Process Consultant, and an Institute Administrator.

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.

What Staff Members Do

Staff members play a variety of roles at CLI. They are role-models, mentors, advocates, allies, facilitators, and instructors. Staff members facilitate exercises and a variety of small groups. They work one-on-one with participants, serve as role models, and supervise participants. They support participants and fellow staff, 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 thorough training provided by Just Communities ahead of the Institute. **Attendance at all training sessions is required**, and staff members are expected to spend some time preparing for the Institute between training sessions. Trainings take place in Santa Barbara, CA.

Full-Day Training Dates:

(New Staff)

Saturday, April 28th

(All Staff)

Saturday, May 26th & Sunday, May 27th

Saturday, June 2nd

Saturday, June 30th

CLI On-Site Prep & CLI Week:

Friday, August 3rd—Saturday, August 11th

About the Institute Facility, Housing, and Meals

CLI 2012 will be held at Ojai Valley School, a residential campus located in Ojai, Ventura County. All staff stay on-site throughout the entire week of CLI. Lodging is in dorm rooms, with gender-designated dorm areas. Meals are served three times a day in the dining hall. Snacks, fruit, and water are available throughout the day. A healthcare professional 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, you will receive an honorarium of \$125 upon completing all CLI staff trainings and the Institute its self. The honorarium should cover any expenses you may incur while volunteering for Just Communities (e.g. mileage, meals during training sessions, live scan, etc.).

Application Receipt & Acceptance

Once your application has been submitted, you will receive an email confirming the receipt of your application. Acceptance letters will also be sent subsequently via email. If you are selected for CLI staff, your mailed acceptance packet will contain more detailed information about staff training.

Withdrawal From Staff Once Accepted

If for some reason you have to withdraw from staff, please notify Just Communities immediately at (805) 966-2063. If you are calling after hours, please be sure to leave your name and contact information in case we need to reach you. It is important to let us know immediately of your withdrawal so that we can fill your space with someone from the waiting list.

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 to:

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

**If you have questions about the application or process,
call the Just Communities office before the application deadline at
(805) 966-2063**

Personal Information Part 1

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: _____

Address: _____

How did you find out about CLI? _____

SS#/Employer ID: _____

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

NOTE
 A contact roster will be distributed to CLI staff & participants. Please indicate what, if any, information you would like distributed.
 ___ email ___ preferred phone
 ___ alt. phone ___ address

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

Personal 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.

Race(s): _____ Ethnicity(ies) or Tribal Membership(s): _____ Sexual Orientation: _____ Socio Economic Status (<i>poor, working class, middle, upper middle, upper 1%</i>) while growing up: _____ Languages Spoken: _____	Gender: _____ Current Annual Family Income: <input type="radio"/> less than \$20,000 <input type="radio"/> \$20,000 - \$34,999 <input type="radio"/> \$35,000 - \$79,999 <input type="radio"/> \$80,000 - \$150,000 <input type="radio"/> more than \$150,000 # People in Household: _____	Please tell us any additional information about your identity that you would like to share (for example: religion, physical ability, generation in US, etc.): _____ _____ _____ _____ _____
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Dietary Needs

*Food cannot be prepared to order.
 The site does not have a kosher kitchen.
 PLEASE DO NOT BRING FOOD FROM HOME.*

Vegetarian Vegan

Other Dietary Needs or Restrictions:

FOR OFFICE USE ONLY

DTR _____ DB _____ sigs/info missing: _____ Manual Copyright _____ LiveScan _____ Invoice/Donate _____ CMP _____

Medical & Emergency Information Part 3

INSTRUCTIONS
1. If you are under 18, please have a parent or guardian complete this section completely. If you do not know, write "unknown".

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 confidential.**

Name: _____ DOB: _____

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

Name of Person	Relationship to Applicant	Phone #

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

1. Applicant may be given patent-type medicines such as Tylenol, antihistamines, cough syrups, nose spray, etc. as needed. If NO is checked applicant WILL NOT be given these medicines. Yes No
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.**

Insurance Information Part 4

INSTRUCTIONS
 1. Please remember to 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 # _____ Family 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 attending (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)

INSTRUCTIONS

- 1. Apply for CLI staff only if you can attend all training sessions.**
2. Check off which staff position you are interested in. If you are interested in and qualify for both, please rank them (with “1” being your first choice).

Full-Day Training Dates:
New Staff: Saturday, April 28th

All Staff:
Saturday, May 26th
Sunday, May 27th
Saturday, June 2nd
Saturday, June 30th

CLI On-Site Prep & CLI Week:
Friday, August 3rd—
Saturday, August 11th

Staff Role Descriptions:

All CLI staff members are responsible for implementing Just Communities’ CLI program and curriculum. This includes facilitating exercises and a variety of small groups, supporting participants and fellow staff members, promoting a safe and respectful learning environment, bringing themselves (unique backgrounds, experiences, ideas, etc.) to the program and the participants. All staff stay on-site throughout the entire week of CLI. In addition to general responsibilities, all staff must apply for at least one of the following positions.

These positions are selected by CLI Program Director & Co-Directors

Youth Leader _____ Youth Leaders (YLS) are between the ages of 16 and 25. 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 the people participants feel most comfortable going to for support. YLS make sure participants get a good night sleep and come prepared for each day of CLI. YL applicants younger than 18 must have participated in a previous Just Communities residential week-long youth program.

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.

Questions for New & Returning Staff Part 6

To help us learn more about you, your interests, and your skills, please answer the questions on the following page of this application. Please ensure that your answers are succinct but thorough, including specific examples. There are separate questions for applicants who would be returning staff and for applicants who have never staffed CLI.

**YOUR APPLICATION WILL NOT BE ACCEPTED IF YOU DO NOT ATTACH
THE ANSWERED QUESTIONS**

Don't forget the Consent/Waiver on the last page

Confused/Questions?

Contact us at: 805-966-2063 or info@justcommunitiescc.org

PLEASE TYPE OR PRINT YOUR RESPONSES ON SEPARATE PAGES

Be sure to indicate which questions your answers correspond to.

Submit your answers with your completed application.

Questions for NEW Staff

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 facilitation experience do you have?
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 comfortable and confident in exploring? Please elaborate.
6. In what areas are you less comfortable and confident? Please elaborate.
7. Please share and explain three characteristics that make you a good candidate for CLI staff.
8. If you are applying for the position of Youth Ally, 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 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?
4. What was the most important lesson you learned from your last staff experience?
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 describe.
6. Please tell us how you've worked to promote social justice and/or dismantle oppression since your last CLI.
7. Tell us about your organizational skills, ability to keep track of details, and any other skills you bring to the specific role you are applying for.
8. What other skills would you bring to the specific role you are applying for (please specify which role).
9. If you could improve the CLI program for CLI Staff in anyway, what would you do?
10. If you could improve the CLI program 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 assure you 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 an 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, 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 my 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 programs.
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. Please read carefully and sign.
2. Make sure **both** parent or guardian **and** participant sign. ***If both signatures are not present, the application will be returned.***

DO NOT SIGN UNLESS READ AND FULLY UNDERSTOOD

Applicant Signature _____ **Date** _____

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