

August 2nd - 10th



2013 Staff Application

Due: March 1, 2013





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 are trained in issues of identity, diversity, and equity, and are empowered with the knowledge and skills to advance 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 August 2nd-10th at Dunn School

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 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 Facilitation 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.

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.

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 four 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 2013 will be held at Dunn School, a residential campus located in Los Olivos, Santa Barbara County. All staff stay on-site throughout the entire week of CLI. Lodging will be campus 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 of **\$125** upon completing all CLI staff trainings and the Institute itself. 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. If you are selected for CLI staff, your mailed acceptance packet will contain more detailed information about staff training.

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**

info@just-communities.org

fax: 805.246.1566

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

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: _____

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 ahead of the institute. Please indicate what, if any, information you would like distributed.
 ___ email ___ preferred phone
 ___ alt. phone

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.

<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 - \$34,999 <input type="radio"/> \$35,000 - \$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 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. 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 # _____ 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

Indicate which potential training dates you would ***not*** be available to attend by marking them with an "x". (An unmarked date means that you ***are*** available.)

Please note that your availability may determine whether or not you can be on staff, so only mark off dates that you absolutely cannot make.

Which of the following potential training dates are you ***NOT*** available? (Mark off with an "x." Leave all available dates unmarked.):

<input type="checkbox"/> Sat, Apr 20	<input type="checkbox"/> Sun, Apr 21	<input type="checkbox"/> Sat, Apr 27	<input type="checkbox"/> Sun, Apr 28
<input type="checkbox"/> Sat, May 4	<input type="checkbox"/> Sun, May 5	<input type="checkbox"/> Sat, Jun 1	<input type="checkbox"/> Sun, Jun 2
<input type="checkbox"/> Sat, Jun 15	<input type="checkbox"/> Sun, Jun 16	<input type="checkbox"/> Sat, Jun 22	<input type="checkbox"/> Sun, Jun 23
<input type="checkbox"/> Sat, Jun 29	<input type="checkbox"/> Sun, Jun 30	<input type="checkbox"/> Sat, Jul 6	<input type="checkbox"/> Sun, Jul 7
<input type="checkbox"/> Sat, Jul 13	<input type="checkbox"/> Sun, Jul 14	<input type="checkbox"/> Sat, Jul 20	<input type="checkbox"/> Sun, Jul 21
<input type="checkbox"/> Sat, Jul 27	<input type="checkbox"/> Sun, Jul 28	<input type="checkbox"/> Sat, Aug 3	<input type="checkbox"/> Sun, Aug 4

August 2nd - 10th
(You must be available Aug 2-10 to be on staff)

INSTRUCTIONS

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).

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, and bringing themselves (unique backgrounds, experiences, ideas, etc.) to the program and the participants. All staff stay on-site throughout the entire week of CLI.

Staff applicants must apply for at least one of the following positions, as qualified. (Please place a check mark next to your selection.) Apply for both only if qualified for both, and indicate preference, with "1" being top preference, and "2" being second preference.

Final selections for these positions are made by the 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 people who participants feel most comfortable going to for support. YLS make sure participants get a good night's sleep and come prepared for each day of CLI. 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.

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 agoff@just-communities.org

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 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 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 ableism. 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.

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. Please 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** _____