

Connecticut Youth Leadership Forum – 2020

STAFF VOLUNTEER APPLICATION FORM

All applicants must be at least 20 years of age and have graduated from high school two years prior to applying for a position with YLF.

Deadline for postmark on mailed application: March 30, 2020

Applicants must complete ALL information on pages 1 through 6 of this application.

- Please type or print with black ink
- Please attach your current resume and 2 references
- Please fill out and sign the Criminal Convictions Form

POSTION(S) APPLYING FOR (See pages 8 – 15 for descriptions of possible available positions.

You can apply for more than one position): _____

Applicant's	Last Name	First	Middle
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Mailing Address	City	State	Zip Code
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(_____) _____ YES NO
Home Telephone Number (with area code) Are you over 18?

Email address (please print clearly)

Connecticut Youth Leadership Forum – 2020

STAFF volunteers are role models for youth with disabilities. Preference is given to hiring staff with disabilities for the following positions:

- **Counselor**
- **Co-Counselor**

If you are applying for one of these positions, please provide information about your disability.

Disability Information: Please check **all** that apply:

LEARNING DISABILITY

ORTHOPEDIC DISABILITY

ADD/ADHD

I use a wheelchair

MENTAL HEALTH DISABILITY

NEUROMUSCULAR DISABILITY

BLIND

DEAF

VISUAL DISABILITY

HEARING LOSS

I read with Braille

I use sign language

I read with large print

I use live captioning

I require audio output

I use lip reading

DEVELOPMENTAL DISABILITY

I use an assistive listening device

Autism

I use an FM system

Traumatic Brain Injury

I use a loop system

Intellectual Disability

ASPERGERS SYNDROME

OTHER DISABILITY:

MULTIPLE DISABILITIES:

(Describe) _____

Youth Leadership Forum Delegate Involvement:

Year attended the CT Youth Leadership Forum: _____

Youth Leadership Forum Project and completion date (if project was not completed, please explain why):

Education History:

School	Years attended	Major	Graduation Date
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Work Experience (Paid or Non-paid):

Jobs Held	Adult Contact	Dates
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Community Activities:

Activity	Adult Contact	Dates
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References:

Please list two references who could describe your demonstrated leadership skills or your leadership potential.

List the name, position/title and telephone number of your two references. They should be from two different organizations or companies.

1. _____

Name

Position/Title

Organization

Telephone Number (with area code)

2. _____

Name

Position/Title

Organization

Telephone Number (with area code)

Criminal Convictions Form:

All staff volunteers of the CT Youth Leadership Forum are required to go through a criminal convictions background check. Please fill out the following two pages, which will be processed by the State of Connecticut Department of Public Safety on behalf of the CT Youth Leadership Forum.

STATE OF CONNECTICUT CRIMINAL CONVICTIONS FORM

INSTRUCTIONS TO APPLICANT: All applicants are required to complete this form. Answers to the following question will be considered for employment purposes if relevant to the position for which you are applying. Per C.G.S. § 46a-80, as amended by, Public Act No. 10-142:

SECTION 1: APPLICANT INFORMATION

LAST NAME	FIRST NAME	MI	SUFFIX (i.e., Jr., MD, Ph.D.)
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MAILING ADDRESS	CITY	STATE	ZIP CODE
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(Please include P.O. Box # or house number and street and APARTMENT # if any)

SOCIAL SECURITY NUMBER: _____ - _____ - _____

DATE OF BIRTH: _____

If name was different, list all name(s) used. Include last name, first name and middle initial for each:

SECTION 2: APPLICANT CERTIFICATION

I certify that the statements made by me on this application form and attachments, if any, are true and complete to the best of my knowledge and are made in good faith. I understand that if I knowingly make any misstatement of fact, I am subject to disqualification and dismissal and to such other penalties as may be prescribed by law or personnel regulations. All statements made on this application, including employment information, are subject to verification as a condition of employment.

Applicant signature: _____ Date: _____
(Signature is required)

YLF 2020 Dates:
Mandatory Staff Training: July 26, 2020
YLF: July 27, 2020 – July 30, 2020

I CAN commit to the entire week at the CT Youth Leadership Forum, starting Sunday, July 26, 2020 until Thursday July 30, 2020.

I HAVE reviewed the staff description(s) for the volunteer position(s) for which I am applying, and I understand the duties I will be responsible for if I am selected for this position.

I CAN NOT commit to the entire week at the CT Youth Leadership Forum, starting Sunday, July 26, 2020 until Thursday July 30, 2020 but would be available during this time period _____.

Note to All Former Delegates/New Staff Volunteers: You will be asked to share what you have accomplished when you were a delegate. Please bring photos and information about your team and be prepared to share what you have accomplished: what worked, what didn't work and what you would do differently based on this experience.

I have reviewed the staff volunteer responsibilities on the attached sheet and I accept these roles and responsibilities. I agree to be a role model to the delegates and be open about my disability (if applicable), how I have advocated for myself and overcome barriers, and how I have grown to become the leader I am today.

Signature

Date

Required: Please attach your current resume to this application.

Thank you for completing this application. Applications must be postmarked no later than **March 30, 2020**

Mailing address for application:

Stephanie Barksdale
Executive Director
152 Taylor Rd.
New Milford, CT 06776
execdir@ctylp.org
860-689-6868

CT Youth Leadership Program

Forum Staff Volunteer Description: Counselor

Counselors are responsible for facilitating and leading an assigned team and being a role model for the delegates. Responsibilities include:

1. Reviewing the staff and delegate manuals sent electronically **PRIOR to attending staff training** on the Sunday before YLF begins
2. Ensuring the CT-YLF rules are discussed and followed.
3. Discussing sexual harassment procedures with an assigned team and ensuring delegates abide by established codes of conduct.
4. Being an effective role model and leader for an assigned team.
5. Sharing with the assigned team, his/her own disability, barriers he/she has overcome, and leadership roles he/she has taken on.
6. Teaching, discussing and assisting each delegate in understanding their YLF LifeCourse Plan.
7. Guiding the delegates on the development of the LifeCourse Plan using their interest and assisting them with the organizational steps, dates and timelines needed to complete the project.
8. Facilitating each activity with the help of an identified co-counselor, leading discussions with the theme of leadership in mind.
9. Observe each Delegate assigned to your Team to help identify growth in Level Up Skills that are reported to the Executive Director at the end of the Forum. ie. Progress made from the time the Delegate arrived to the end of the Forum.
10. Ensuring that the delegates obtain and use the accommodations requested.
11. Ensuring each piece of assistive technology, lap top, camera, or technology loaned to the team is returned in its original condition.
12. Engaging all delegates in the activities in the classroom, game room; and leisure and recreational activities on campus and outdoor settings.
13. Brainstorming and problem solving with the team co-counselor and program assistants to encourage the delegates who are shy or withdrawn to get involved and to participate. Oversee how this plan is implemented and intervene if possible.
14. Encouraging delegates, co-counselor and program assistants to work to his or her potential independently, stressing self advocacy and interaction with other delegates.
15. Overseeing the team co-counselor and program assistants, to ensure everyone is working together in harmony and assist with any problems that may arise.

16. Meeting with the team co-counselor and program assistants each evening to review the events of the day and plans for the next day.
17. Communicating with the delegates and the nurse to ensure all identified delegate medication is used as prescribed.
18. Assisting, as needed, with supervision in the game room, dorm, cafeteria, outdoor activities, overnight duties, etc.
19. Meeting with the program facilitator each evening with team updates and throughout the day if problems/concerns with a delegate necessitate immediate attention and intervention.
20. Having a written list of all delegates, room assignments, medications and other pertinent information available at all times, especially in case of emergency or fire. Ensuring this binder is kept secure and confidential.

CT Youth Leadership Program

Forum Staff Volunteer Description: Co-Counselor

Co-Counselors are responsible for assisting the Counselor with the facilitation of an assigned team. Responsibilities include:

1. Reviewing the staff and delegate manuals sent electronically **PRIOR to attending staff training** on the Sunday before YLF begins.
2. Ensuring the CT-YLF rules are discussed and followed.
3. Being an effective role model, team player and assistant leader for the team.
4. Sharing with the assigned team, his/her own disability, barriers he/she has overcome, and leadership roles he/she has taken on.
5. Encouraging delegates to follow along with the program guidebook and activities (by modeling).
6. Assisting the counselor with the facilitation and teaching of each activity, keeping the theme of leadership and the LifeCourse Plan in mind.
7. Assisting the counselor to ensure delegates are actively participating in all classroom and outdoor activities.
8. Assist the counselor in observing each Delegate assigned to your Team to help identify growth in Level Up Skills that are reported to the Executive Director at the end of the Forum. ie. Progress made from the time the Delegate arrived to the end of the Forum.
9. Assisting the delegates to take responsibility for their time schedule and daily commitments, including wake-up; established breaks; breakfast, lunch and dinner, and bed time.
10. Assisting counselor and CT-YLF Program staff with bed checks at 10:15 each evening.
11. Communicating any problems or concerns, to the counselor on a daily basis.
12. Keeping a written list of all delegates, room assignments, medications and other pertinent information with them at all times, especially in case of emergency or fire. Ensuring this binder is kept secure and confidential.

CT Youth Leadership Program

Forum Staff Volunteer Description: Nurse

The nurse is responsible for ensuring that the medical needs of identified student delegates and volunteer staff are met during the Forum. Responsibilities include:

1. Reviewing the staff and delegate manuals sent electronically **PRIOR to attending staff training** on the Sunday before YLF begins.
2. 24/7 availability to assist with any non-emergency medical needs of volunteer staff and delegates.
3. Maintaining a confidential daily log of all administered prescription medication to identified student delegates.
4. Keeping all medications in a secured location.
5. Being an effective role model, and team player to all delegates and volunteer staff.
6. Developing and maintaining daily hours of operation at the Nurse's Station in the dorm for early morning and evening medication dissemination.
7. Assisting the delegates to take responsibility for their time schedule and daily consistency in taking prescribed medications.
8. On-site presence at all Forum activities, including the cafeteria, classroom, game room, and outdoor activities.
9. Communicating any problems or concerns, to the Program Facilitator, counselor or other identified staff on a daily basis.
10. Keeping a written list of all delegates, room assignments, medications and other pertinent information with him/her at all times, especially in case of emergency or fire. Ensuring this binder is kept secure and confidential.

CT Youth Leadership Program

Forum Staff Volunteer Description: Program Assistant

Program assistants are responsible for helping the team counselor, program facilitator, program staff, and delegates with identified tasks and activities. Responsibilities include:

1. Reviewing the staff and delegate manuals sent electronically **PRIOR to attending staff training** on the Sunday before YLF begins.
2. Ensuring the CT-YLF rules are discussed and followed.
3. Being an effective role model and team player.
4. Assisting delegates with any accommodations they may need to independently and successfully complete program activities. Such accommodations may include:
 - a. Serving as Mobility guides,
 - b. Assistance with reading and writing during team activities,
 - c. Assistance with carrying trays and obtaining food in the cafeteria,
 - d. Assistance in the morning and or evenings with delegate's time schedule, including wake up, breakfast, lunch, dinner, classroom and outdoor activities and bed time,
 - e. Assistance one-on-one with identified delegates, as needed, and
 - f. Assistance with the talent show.
5. Assistance with outdoor activities, including the challenge course.
6. Communicating with the counselor (or co-counselor) about any problems or concerns with delegate interactions and/or behaviors.
7. Assistance with overnight and fire emergencies, if needed.

CT Youth Leadership Program

Forum Staff Volunteer Description: Overnight Staff

Overnight staff is assigned by the Program Facilitator, and may include a counselor, co-counselor, and program assistants.

Overnight staff is responsible for the safety of delegates during the night time hours (between bed time and wake up). Responsibilities include:

1. Keeping a written list of all delegates, room assignments, medications and other pertinent information with them at all times, especially in case of emergency or fire. Ensuring this binder is kept secure and confidential.
2. Patrolling the hallway at identified times to ensure all delegates remain in their room after hours.
3. Assisting with any problems/concerns that a delegate may have after hours.
4. Notifying program staff immediately of any medical concerns or safety issues of an identified delegate.
5. When not patrolling the hallways, remaining in the staff lounge at all times in case a delegate need arises after hours.
6. Assisting with emergencies, if needed.

CT Youth Leadership Program

Forum Job Description: Personal Care Assistants (PCAs)

Personal Care Assistants are primarily responsible for identified staff and delegates who need assistance with personal needs. Responsibilities include:

1. Reviewing the staff and delegate manuals sent electronically **PRIOR to attending staff training** on the Sunday before YLF begins.
2. Administering bedside and personal care, such as ambulation and personal hygiene assistance (showering, brushing teeth, changing clothes, grooming, etc).
3. Working alongside the Program Nurse to maintain any records of client progress, medication, and services performed, while reporting changes in client condition to program facilitator and nurse.
4. Encouraging all delegates to become as independent as possible, using natural supports where available. PCAs may assist delegates with setting up the natural supports and encourage them to use these supports.
5. Assisting delegates or staff with activities in the classroom and outdoor settings. Such activities that may need assistance are: writing, setting up assistive technology, ambulation, etc.
6. Feeding duties, such as obtaining or preparing food or assistance with feeding.
7. Performing light housekeeping duties in the dorm for the delegate or staff, such as light room cleaning, unpacking and packing, and running errands if necessary.
8. Performing health care related tasks, such as monitoring vital signs and medication, under the direction of the nurse.
9. Transporting delegates to activities on campus.

CT Youth Leadership Program

Forum Job Description: American Sign Language Interpreter Assistant

American Sign Language Interpreter Assistants are responsible for facilitating communication between Deaf and hearing staff and delegates. Responsibilities include:

1. Reviewing the staff and delegate manuals sent electronically **PRIOR to attending staff training** on the Sunday before YLF begins.
2. Following Professional Code of Ethics and respecting confidentiality.
3. Translating messages simultaneously or consecutively into specified languages, orally or by using hand signs, maintaining message content, context, and style as much as possible.
4. Assisting delegates in a team, similar to the roles and responsibilities as a program assistant (see program assistant job description).