



JUNIOR STAFF DEVELOPMENT PROGRAM

ELIGIBILITY REQUIREMENTS

- Currently enrolled as **at least** a High School Student (14 years of age)
- Good academic standing with a minimum **2.0** Grade Point Average (Cumulative-Weighted; found on your transcript)

BEFORE SUBMITTING YOUR APPLICATION, PLEASE USE THE CHECK OFF LIST BELOW TO ENSURE YOUR PACKET IS COMPLETE

- Completed APPLICATION; signed and dated
- Proof of academic standing **Transcript**
- Student Work Permit
- Letter of Recommendation
- Essay Civic Responsibility (2-pages, Typed, 12pt Font)
- Current Immunization Record

Please note that failure to submit a completed application will result in a delay and possibly a discard of the application for consideration of employment within the Junior Staff Development Program of the Center for Youth and Community Development.

PLEASE RETURN ALL COMPLETED APPLICATIONS ON OR BEFORE JUNE 7, 2019 TO:

**Lisa Blacksher
Director of Operations
Center for Youth and Community Development
1180 W. 9th Street
San Bernardino, CA 92411
909-888-6751
Lblacksher@thecentersb.org**

WHAT IS JUNIOR STAFF?

The Junior Staff Development Program is a leadership program designed to promote high school students from the age of **14** with employment as a Youth Assistant Development Professional. This program delivers a comprehensive structure in effort of having our teen staff matriculate and return to the community as mentors, tutors, and youth development leaders.

JOB DESCRIPTION:

The Jr. Staff Member will be employed for 20 hours per week during Summer Session to rotate in various standardized positions. Each staff will rotate positions giving them full understanding of how to:

- Assist Program Director and Youth Leaders with monitoring activity of youth members
- Assist with Camp activities
- Deliver, monitor and advise camp members during meal time
- Keep work area safe and organized
- Monitor safe use of items, computers, and recreational equipment
- Supervise activities within various areas of the club
- Rotate within various areas of study such as Front Desk Clerk, Computer and Technology, Sports Programs, Teen Center, Arts and Crafts, and Special Programs

STIPEND:

The Jr. Staff Member is eligible to receive a \$80.00/week cash stipend based upon attendance. In order to be eligible for a stipend and receive it on time, here are the guidelines:

- A stipend, unlike a wage, works on an "all-or-nothing" basis. Failure to meet our requirements does not result in a reduced stipend, but a forfeit of stipend.
- Submit all required forms, projects, and other assignments on time (see Stipend Schedule)
- Provide valid residential address and information for SSN to receive the stipend.
- Submit the Jr. Staff Application Packet and Acknowledgment Consent and Release Form, signed by you and your parent or guardian.
- You must start the program by June 20, 2019 and you must participate through the end of the program to get the final stipend.
- There is a 4 absence maximum. If you have more than four (4) absences during, you will not receive the stipend, but you may still participate in the program as a Camp participant.

Dates Employed (most recent position) From: _____ To: _____	<input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time If part-time, # hrs/wk: _____	Title: _____
Organization Name and Address: _____		
Supervisor's Name, Title and Phone Number: _____	Other Reference Name, Title and Phone Number: _____	Contact my current references: <input type="checkbox"/> Yes <input type="checkbox"/> No
Primary Duties: _____		Reason for Leaving: _____

List three references (DO NOT INCLUDE RELATIVES)

Full Name	Complete Address	Telephone Number	Occupation and Employer	Years Known

Are you Eligible to Work in The United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you 18 Years of Age or Older?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If NO, What Is Your Current Age?
Have You Ever Been Employed By CYCD?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Dates of Employment & Reason for Leaving
Are You Related to Any Current CYCD Employees?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If YES, Their Names & Their Relationship To You?
Are You a Previous Club Member?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

PLEASE READ CAREFULLY AND SIGN THAT YOU UNDERSTAND AND ACCEPT THIS INFORMATION.

The Center for Youth and Community Development (CYCD) is an Equal Opportunity Educational Institution and EEO/Affirmative Action Employer committed to excellence through diversity. Employment offers are made based on qualifications and without regard to race, sex, religion, national or ethnic region, disability, age, veteran status, or sexual orientation.

I hereby certify that the statement and answers given by me to the questions on this application, including representations in my resume, if given, are true and correct to the best of my knowledge, and have been made with no mental reservations whatsoever. I authorize my former employers to release to the company any information they have regarding my employment history with them. If, upon investigation, anything contained in this application is found untrue, I understand that I will be subjected to dismissal *at any time* during the term of employment by CYCD.

Applicant Signature: _____ Date: _____

Please tell us about any current youth programs that you are involved in.

How did you hear about “Junior Staff” and why are you interested in the program?

Please list and describe your three biggest strengths:

Please list and describe your three biggest weaknesses:

Program Acknowledgement, Consent, and Release

In exchange for the opportunity to participate in the Center for Youth and Community Development program (“Program”) and be eligible to receive a stipend award, the Jr. Staff and their parent or legal guardian (“Guardian”) agree as follows:

Breaks: Jr. Staff may be permitted to take a break during Programs to eat a snack, among other reasons. These breaks may be unsupervised or take place off program premises. Jr. Staff and Guardian (collectively, “They”) agree that Center for Youth and Community Development is not responsible for Jr. Staff during such breaks.

Assumption of Risk: Jr. Staff and Guardian understand that participating in Programs (including sports, arts, communications, and STEAM programs) carries certain risks to Jr. Staff or property that cannot be eliminated regardless of the care taken to avoid injuries or damage. The specific risks vary. Jr. Staff and Guardian understand that no amount of care, caution, or expertise can eliminate the inherent dangers of activities, and They elect to participate in spite of the risks. Participation is voluntary, and They assume all risks.

Jr. Staff and Guardian are not aware of any medical conditions which would render it inappropriate for Jr. Staff to participate in a Program. Jr. Staff and Guardian consent to Jr. Staff receiving medical treatment, including first aid and emergency transport, in the event of accident, injury, or illness. They authorize the use or disclosure of health information for purposes of securing medical treatment. They certify that they have adequate insurance to cover any accident, injury, death and damages that Jr. Staff may suffer or cause while participating, or else They agree to bear the cost of such injury or damage.

Release and Waiver of Liability: Jr. Staff and Guardian agree to release and hold harmless Center for Youth and Community Development, the City of San Bernardino, the San Bernardino City Unified School District, and their respective directors, officers, agents, and employees (together, the “Participating Entities”) from any and all liability, and forever give up any claims, demands, or causes of action, whether for bodily injury, property damage, death, or other loss, arising from Jr. Staff’s participation in a Program, whether caused by the active or passive negligence of a Participating Entity or otherwise, to the fullest extent permitted by law.

Jr. Staff Work Product: All written materials, videos, audiotapes, photographs, drawings, paintings, sculpture, choreography, or similar product created by Jr. Staff (“Work Product”) during a Program is the property of Center for Youth and Community Development and is a “work made for hire” within the meaning of the federal Copyright Act. To the extent that any Work Product does not qualify as a “work made for hire,” Jr. Staff and Guardian grant, assign, and deliver to Center for Youth and Community Development all rights, title, and interest to the Work Product. As a courtesy, Jr. Staff will be permitted to keep one original or copy of Work Product that they create for personal use.

Photo, Video, and Media Consent and Release: Jr. Staff and Guardian permit Center for Youth and Community Development, as well as third-parties and media outlets authorized by Center for Youth and Community Development, to use Jr. Staff’s name and any video, photograph, quotes, or audio taken of Jr. Staff in connection with Programs for purposes of advertising, fundraising, publicity, and public relations.

Field Trips: Guardian gives permission for Jr. Staff to take part in all field trips scheduled for during the summer. Guardian also releases the Center for Youth and Community Development from liability during these trips.

Research & Evaluation Consent and Release: Jr. Staffs provide information to Center for Youth and Community Development, including information submitted during the application process and in Jr. Staff surveys. This information may be shared with third parties for the purpose of implementing and evaluating Programs. Jr. Staff and Guardian consent to the release of such information to these third parties.

Enforcement: This Program Acknowledgement, Consent, and Release shall be construed broadly to the maximum extent allowed by law and shall be governed and enforced according to California Law. Jr. Staff and Guardian agree that if any portion of this agreement is found to be void or unenforceable, the remaining portions shall remain in full force and effect.

I acknowledge that I have read and understood this entire agreement and agree to be bound by its terms.

(Jr. Staff Name, Please Print)

(Jr. Staff Signature)

(Date)

(Phone Number)

(Parent/Guardian Name, Please Print)

(Parent/Guardian Signature)

(Date)

(Phone Number)