



Chicano Latino Youth Leadership Project, Inc.  
2011 Los Angeles Institute  
August 19-20, 2011  
Staff Application Form

A complete Staff Application for the Los Angeles Institute (LAI), must include:

- Contact information (it is not necessary to include this form, only the contact information on the first page of your submission)
- 500 word essay(s)
- Resume

all emailed as **one document** to [lai@clylp.org](mailto:lai@clylp.org) on or before **July 27, 2011**. LAI Staff will be selected using pre-determined selection criteria approved by the CLYLP Board of Directors. All applicants will be notified of the status of their application by August 1, 2010. Selected staff must stay at the UCLA dorms during LAI. Facilitators & PCs must attend 8/15/11 staff training.

**CONTACT INFORMATION**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Daytime Number: \_\_\_\_\_ Evening Number: \_\_\_\_\_

Are you a CLYLP Alumnus? \_\_\_No \_\_\_Yes If yes, which program (Sacramento, LAI or Fresno)\_\_\_\_\_

And what year?\_\_\_\_\_

**FACILITATOR APPLICATION**

**500 WORD ESSAY**

1. Describe what experience(s) you have that makes you qualified to serve as a facilitator. Focus on what you have to offer and share with participants that might motivate them or encourage them to reach their goals.

Provide current **RESUME** that highlights:

- Effective communication skills
- Ability to supervise
- Positive role model aptitudes
- Knowledge of resources relevant to high school students

The mission of the CLYLP is to enhance and further develop the leadership potential of California's Latino youth as they prepare to become the future leaders of our state and nation.  
- [www.clylp.org](http://www.clylp.org) - <http://clylp.org/programs/los-angeles-institute.php>

## **PEER COUNSELOR APPLICATION**

### **500 WORD ESSAYS**

1. Discuss what you have accomplished since you attended the CLYLP. Focus on what leadership roles or projects you might have started because of the influence the CLYLP had on you.
2. Discuss why you feel you would make an excellent Peer Counselor. Focus on what you have to offer and share with participants that might motivate them or encourage them to reach their goals.

Provide current **RESUME** that highlights:

- Educational goals and fields of study
- Work experience
- Volunteer and extra-curricular activities, including CLYLP

## **SUPPORT STAFF APPLICATION**

### **500 WORD ESSAY**

1. Discuss why you feel you would make an excellent Support Staff Member. Describe your organizational, technical, and people skills which would make you an exceptional candidate.

Provide current **RESUME** that highlights:

- Educational goals and fields of study
- Work experience
- Volunteer and extra-curricular activities, including CLYLP

Please refer to CLYLP Los Angeles Institute Staff descriptions and related application information below.

	<b>Facilitator</b>	<b>Peer Facilitator</b>	<b>Support Staff</b>
<b>Description</b>	-Attend mandatory, 8/15/11 day-long staff orientation/training at 900 Wilshire Blvd., Ste.1128, LA 90017 -Stay at UCLA dorms on 8/19-21 -Possess experience and desire to work with youth -Positive role model and resource student participants -Familiarity with So. California civic and cultural issues is preferred -Cannot have child participant in the 2011 LAI	-Attend mandatory, 8/15/11 day-long staff orientation/training at 900 Wilshire Blvd., Ste.1128, LA 90017 -Stay at UCLA dorms on 8/19-21 -First or second-year students at a college or university -CLYLP Program Alumnus (includes Fresno and LA institutes) -Positive peer role model and resource student participants -Familiarity with So. California civic and cultural issues is preferred	-Stay at UCLA dorms on 8/19-21 -Make a total time commitment to be present during entire LAI -Mature, reliable, hard working -Committed to assisting with the all LAI logistics(e.g. deliveries between halls and dorm, store runs, campus logistics) -Posses experience working with youth and/or conferences - Receives direction of the Institute Co-Chairs

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<p><b>Responsibilities</b></p>	<ul style="list-style-type: none"> <li>-Serves as group leader to “familia” of ten students</li> <li>-Direct and facilitate familia discussion sessions to provide context to speakers and other program activities</li> <li>-Supervises his/her assigned students and peer counselor</li> <li>-Conduct and/or participate in activities designed to get student participants and staff acquainted</li> <li>-Observe and enforce conference rules and guidelines;</li> <li>-Other duties as assigned by the Head Facilitators and/or Institute Co-Chairs</li> </ul>	<ul style="list-style-type: none"> <li>-Under the direct supervision of the Facilitator, assists in the supervision of “familia” of ten students</li> <li>-Monitors the whereabouts of familia</li> <li>-Expedites travel between institute sessions/activities</li> <li>-Assists with and participates in activities to acquaint students &amp; staff</li> <li>-Take notes and carry the familia’s supplies and equipment, as needed</li> <li>-Observe and enforce institute rules and guidelines</li> <li>-Other duties as assigned by the Facilitator</li> </ul>	<ul style="list-style-type: none"> <li>-Assist with the general coordination of the institute</li> <li>-Assume responsibility for specific areas such as: <ul style="list-style-type: none"> <li>-Audio-visual equipment set-up and monitoring</li> <li>-Driver to runs or other localities</li> <li>-Dorm security and supervision</li> <li>-Meal set-up</li> <li>-Materials and supplies monitoring for workshop presentations</li> <li>-Host visitors and presenters</li> </ul> </li> </ul>
<p><b>Effective Staff Actions</b></p>	<p>Effective Facilitators:</p> <ul style="list-style-type: none"> <li>-Maintain communication with the Head Facilitator and LAI Co-Chairs</li> <li>-Promote positive interaction among students, especially among those in his/her familia</li> <li>-Share his/her knowledge of resources and opportunities that can benefit students</li> <li>-Contribute to the enhancement of the students’ leadership skills</li> <li>-Demonstrate flexibility in scheduling and responsibilities</li> </ul>	<p>Effective Peer Counselors:</p> <ul style="list-style-type: none"> <li>-Maintain communication with the Facilitator</li> <li>-Model the behavior expected of student participants</li> <li>-Stimulate discussion in familia sessions by actively participating as an equal to other students</li> <li>-Share his/her experiences whenever appropriate</li> <li>-Generate enthusiasm and contribute to group cohesiveness</li> <li>-Demonstrate flexibility in scheduling and responsibilities</li> </ul>	<p>Effective Support Staff:</p> <ul style="list-style-type: none"> <li>-Maintain communication with the LAI Co-Chairs</li> <li>-Demonstrate flexibility in scheduling and responsibilities</li> <li>-Take initiative</li> </ul>

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