



### **Spend Your Summer with CTYE Summer Programming**

This summer CTYE will offer various programming activities/events and camps. Our summer options will run from June 12 through July 31<sup>st</sup>. Listed below is an example of the camps and events we may offer throughout the summer.

- One-week *How-to Camp*
- One-week *Math Facts Camp*
- Four-week *The Gear Up for Reading Summer Program*
- *Teen Entrepreneur Course*
- Two-week *Sewing & Design Camp*
- *Summer Wednesday Events* (paint socials, game days, kickball, movie outings, etc.)
- *2<sup>nd</sup> Annual Senior Retreat*
- *2<sup>nd</sup> Session of Coding Class*
- *Camp Refresh*
- *And more!*

**Summer Staff:** This person will assist the Director and Program Assistant in carrying out programs. He/She will aid in planning camps and events, organizing and dissemination of instructional materials, assisting participants with lessons and activities, help lead group discussions, preparation of lunch and more. He/She will help to ensure that all summer programming (they are assigned to) is moving smoothly and has a safe and clean environment. Build positive relationships with youth in the program and model appropriate work behavior to our youth workers. This position is not limited to only program tasks but may include office tasks such as organizing, entering data, etc.

- A. **Minimum Education/General Experience Requirements:** Must have a High School Diploma. Have or working towards obtaining a college degree, diploma, or certificate in Teaching/Education, Social Work, Psychology, Child Development, and other related fields. Are preferred but not required. Must have an interest in gaining work experience and working with kids. Prior experience working with youth is preferred but not required.
- B. **Skills/Qualifications.** Must have strong interpersonal skills, verbal and written communication skills; demonstrated ability to provide oversight to children; be committed to the mission and goals of the program; be able to manage behavioral issues effectively; have demonstrated leadership skills and creativity; and be able to work independently.
- C. **Personal Attributes:** Have good moral character; ability relate to youth; has a personality that exhibits enthusiasm; have good judgment; be eager to have fun and get students excited about learning and activities; be able to relate to and communicate effectively and appropriately with staff and parents.
- D. **Requirements:** 1). Must be over 18 years of age; 2). Must submit to a criminal background and child abuse registry check; 3). Provide proof of U.S citizenship; 4). Have reliable transportation. 5). Provide a copy of an ID 6). Be available between 8am and 5pm for training and programming from June 5<sup>th</sup> to August 4<sup>th</sup>.



# CULTIVATING THE YOUTH EXPERIENCE SUMMER PROGRAMMING

## Summer Staff Application

Date of Application:		D.O.B:		<i>Social Security No:</i>
Name				
Address				
Home Phone Number		Work Phone Number		
Place of Employment				
Position Applying for:				
What are your interests/hobbies?				
How did you hear about/become interested in the Program Asst. Position?				
What qualities do you have that would make you a good Program Assistant				
What do you hope to gain from working with the youth?				
Have you ever been convicted of a misdemeanor or a felony?		Yes	No	
If so, what charge?				
<b>Do you consent to a background check? Yes _____ No _____</b>				
<i>Have you ever come in contact with or had any experience with youth or worked in any youth programs?</i>				
	Yes	No	If so, please explain:	
When are you available to work M T W T F				
Are you available to work 8am to 6pm?				

<b>JOB History</b>			
Company		Phone	
Address		Dates Worked:	
<i>Supervisor's Name:</i>		<i>May we contact?</i> _____	
		Phone	
<i>Duties:</i>			<i>Hours worked per week:</i>

<b>JOB History</b>			
Company		Phone	
Address		Dates Worked:	
<i>Supervisor's Name:</i>		<i>May we contact?</i> _____	
		Phone	
<i>Duties:</i>			<i>Hours worked per week:</i>

<b>JOB History</b>			
Company		Phone	
Address		Dates Worked:	
<i>Supervisor's Name:</i>		<i>May we contact?</i> _____	
		Phone	
<i>Duties:</i>			<i>Hours worked per week:</i>

<b>JOB History</b>			
Company		Phone	
Address		Dates Worked:	
<i>Supervisor's Name:</i>		<i>May we contact?</i> _____	
		Phone	
<i>Duties:</i>			<i>Hours worked per week:</i>

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<b>References</b>	<i>(please do not list relatives)</i>		
Name		Phone	
Address		Relationship to you	
Name		Phone	
Address		Relationship to you	

<b><i>I hereby certify the facts set forth in the above application are true and complete to the best of my knowledge. My signature authorizes the youth court to contact my references and conduct a background and/or criminal records check.</i></b>			
<b>Signature</b>			<b>Date</b>