

2022 Colorado Youth Leadership Forum Staff Application

**Application for staff (team or co-team leaders) and volunteers at 2022 YLF. Staff will commit to at least monthly training up to the event, and will arrive on August 1st to prepare and final training.

Qualifications: All staff and volunteers who work directly with the delegates must have an ADA defined disability or have experience working with people with disabilities.

Staff and volunteers must be at least 18 years of age; preference will be given to YLF alumni from previous CO or other states' YLF and to adults with disabilities who have worked with an independent living center or other organizations that provide advocacy or other direct services to students and youth with disabilities. All individuals who apply for staff/volunteer positions will be interviewed and will complete a background check.

Relevant education/training and/or equivalent experience working directly with people with disabilities. A minimum of 1 year providing services to youth and young adults with disabilities; past experience with residential services to people with disabilities preferred. Be at least 18 years of age.

* Staff volunteers must be able to work in a team-oriented environment, and demonstrate excellent and compassionate communication skills.

* Demonstrate sensitivity to, and understanding of, individuals from diverse disability, socioeconomic, cultural, and ethnic backgrounds.

*Demonstrate flexibility and the ability to multitask.

*Demonstrate professionalism, including the ability to stay positive and be respectful to all.

*Be a positive role model.

*Be a team player and work together with other YLF staff.

*Be aware of the possibility of bullying, prevent and intervene if necessary.

*Be responsible to help ensure the safety and security of delegates and other staff members.

*Assist with emergency evacuation procedures as needed during the day or night.

*Maintain confidentiality regarding all delegates' personal information, including their disability.

*Maintain clear professional boundaries with all delegates.

2022 Colorado Youth Leadership Forum Staff Application

General Information:

Name: _____

Valid email: _____

Address: Street, City, State, ZIP: _____

Primary Cell Phone:(_ _ _) _ _ - _ _ _ _

Emergency Cell or other Phone: (_ _ _) _ _ - _ _ _ _

Gender preference: (not required) _____

Do you have past affiliation with a Youth Leadership forum (yes or no)? If yes, when and where:

Highest level of education completed: _____

Do you have lived experience of disability (yes or no)? _____

Do you have experience in working with people with disabilities (yes or no)? If yes, please describe experience: _____

2022 Colorado Youth Leadership Forum Staff Application

Do you have experience in mentoring (yes or no)? If yes, please click below and describe your experience: _____

Have you had a background check in the last 1 year? If yes, please attach a copy. _____

General Information Continued:

Do you have mandatory reporter certification? If yes, please attach a copy of passing test scores. _____

Do you have current CPR/First Aid certification? If yes, please attach a copy of current certification. _____

Past Work Experience:

Position: _____

Employer: _____

2022 Colorado Youth Leadership Forum Staff Application

Dates of employment: _____

Position: _____

Employer: _____

Dates of employment: _____

Position: _____

Employer: _____

Dates of employment: _____

Position: _____

Employer: _____

Dates of employment: _____

Staff Guide and Job Descriptions for Reference:
STAFF and VOLUNTEER POSITION DESCRIPTIONS

2022 Colorado Youth Leadership Forum Staff Application

All staff and volunteers who work directly with the delegates must have an ADA defined disability or have experience working with people with disabilities.

Staff (team and co-team leads) and volunteers must be 18 years of age; preference will be given to YLF alumni from previous CO YLFs, other states' YLF alumni and adults with disabilities who have worked with a Center for Independent Living or other organizations that provide advocacy or other direct services to youth with disabilities.

All staff and volunteers must participate in multiple YLF staff orientations and trainings prior to working onsite, agree to the "Code of Conduct", sign a confidentiality statement, must remain onsite 24/7 (in person events only), live in a campus dormitory (in person events only), and eat with the delegates in the campus cafeteria (in person events only) for the duration of the Forum.

All staff and volunteers will be interviewed, and final selection is expected at the end of March.

Team Leads (8 total) will each receive a \$500 stipend for their work during the week.

All candidates must have a current background check. If one has not been completed in the past year, the SILC will work with candidate to have one completed.

Volunteers: Provides on-site general assistance to the Assistant & Logistics Coordinator, small group Team Leaders, and to other YLF program staff. This is one of the most active positions at YLF. Must serve as role models to the student delegates. Specific duties include: helping delegates with writing/typing; assisting with food trays and other services

2022 Colorado Youth Leadership Forum Staff Application

as needed in the dining hall (in person events only); completing various errands for other volunteer staff; assisting in setting up small group rooms and the large group meeting area (in person events only), including arranging tables and chairs and other equipment (in person events only); serving as the “spirit squad” to motivate student delegates, including leading cheer sessions; playing pre-recorded music at the beginning of each large group session; and assisting YLF staff and delegates in moving between various program segments in a timely manner.

Team Leaders: Provides overall supervision and facilitation of student delegates in the small group setting. Jointly responsible to carry out and support the Co-Team Leader with assigned tasks and duties. Specific duties include providing initial YLF orientation, facilitating small group discussion, assisting student delegates in completing their Personal Leadership Plan, and overseeing the other volunteer staff assigned to the small groups. There will be a Team Leader and Co-Team Leader per each small group and each will be expected to work together in facilitation.

Co Team Leader/Peer Counselor: Partners with the Team Leaders in completing the various YLF program objectives. Specific duties include assisting with initial YLF check-in and orientation, assisting in facilitating small group discussion, assisting Delegates to complete their workbooks and other assigned tasks, carrying out YLF and dormitory rules (in person events only), conducting room checks in the evening (in person events only), and serving as a role model for the student delegates. Co-Team Leaders work closely with the Team Leader in the small group to which they are assigned, and under the direction of the YLF Coordinator when not working with their assigned team.

2022 Colorado Youth Leadership Forum Staff Application

What position are you interested in (Peer Counselor, Team Leader, general volunteer, other): _____

APPLICATION SIGNATURE AND UNDERSTANDING OF TERMS:

Staff/Volunteer Applicant: By entering your name and date below, you understand that you are digitally signing your name as representation of your signature.

If this application is accepted, I understand that false or misleading information in my application or interview may result in my immediate termination as a CO YLF staff or volunteer.

SIGNATURE: _____

DATE: _____