

Higher Ground Youth & Family Services

2021 Summer Program Employment Application

Summer Program Dates:

Monday, June 14 – Friday, August 6, 2021

Monday through Friday 11:00 am – 5:30 pm
(shift times may vary)

Please submit your completed Summer Employment Application
as soon as possible to Erynn Clark at
erynnclark@highergroundoc.org



HIGHER GROUND YOUTH & FAMILY SERVICES

2021 SUMMER PROGRAM EMPLOYMENT APPLICATION



PERSONAL INFORMATION

Name: _____ Date: _____
(LAST) (FIRST) (M.I.)

Address: _____
(STREET) (UNIT #) (CITY) (STATE) (ZIP)

Gender: _____ Home Phone: (_____) _____ - _____ Cell Phone: (_____) _____ - _____

Date of Birth: _____ Email: _____

How did you hear about us? _____

EDUCATION

High School: _____ Years Attended: _____ Degree: _____

College/University: _____ Years Attended: _____ Degree: _____

EMPLOYMENT OR VOLUNTEER HISTORY

Please specify your most recent or relevant employment or volunteer experience:

Company: _____ From (date): _____ To (date): _____

Address: _____

Supervisor Name: _____ Phone: (_____) _____ - _____

Job Responsibilities: _____

Reason for Leaving: _____

Experience working with children? _____

Additional community affiliations (clubs, service organizations, etc.)? _____

Special certification/training (CPR, first aid, behavior, etc.)? _____

EMERGENCY CONTACTS

1. Name: _____ Phone: (_____) _____ - _____ Relationship: _____

2. Name: _____ Phone: (_____) _____ - _____ Relationship: _____

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REFERENCES

Please list two (teachers and academic references are okay):

1. Name: _____ Phone: (____) _____ - _____

Company/Organization: _____ Title: _____

2. Name: _____ Phone: (____) _____ - _____

Company/Organization: _____ Title: _____

POSITION PREFERENCES

Please note that we will take your preferences into consideration, but placement is ultimately based on program needs.

Which of the following activities do you feel you could lead during summer camp? (X all that apply)

Baseball: _____ Softball: _____ Basketball: _____ Soccer: _____ Football: _____ Volleyball: _____ Camp Games: _____

Cheer: _____ Dance: _____ Cooking: _____ Music: _____ Art: _____ Martial Arts: _____ STEM: _____

Other: _____

Which grade levels would you prefer to work with when you are not leading an activity?

(Rank all options in order of preference; 1 = most preferred grade level, 4 = least preferred grade level):

2nd-3rd Grade: _____ 4th-5th Grade: _____ 6th-8th Grade: _____ High School: _____

Are you interested in applying for an Operational Lead position for one of these groups? _____

(See Page 6 for Operational Lead Job Description.)

DAYS & HOURS OF AVAILABILITY

List the times between 11:00am and 5:30pm when you will be available for each date. Please note that shift times may vary.

*****Please be as accurate as possible. Due to Covid, we are trying to minimize switching staff between groups. We are prioritizing applicants with more open and consistent availability.*****

M 6/14: _____ T 6/15: _____ W 6/16: _____ Th 6/17: _____ F 6/18: _____

M 6/21: _____ T 6/22: _____ W 6/23: _____ Th 6/24: _____ F 6/25: _____

M 6/28: _____ T 6/29: _____ W 6/30: _____ Th 7/1: _____ F 7/2: _____

M 7/5: _____ T 7/6: _____ W 7/7: _____ Th 7/8: _____ F 7/9: _____

M 7/12: _____ T 7/13: _____ W 7/14: _____ Th 7/15: _____ F 7/16: _____

M 7/19: _____ T 7/20: _____ W 7/21: _____ Th 7/22: _____ F 7/23: _____

M 7/26: _____ T 7/27: _____ W 7/28: _____ Th 7/29: _____ F 7/30: _____

M 8/2: _____ T 8/3: _____ W 8/4: _____ Th 8/5: _____ F 8/6: _____

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SHORT ANSWER

Please answer the following questions. Your answers do not need to be very long, but they should be honest and thoughtful.

1. What personal qualities have prepared you to be a Higher Ground Leader?

2. What kind of impact do you want to have on Higher Ground and our children?

3. Which one or two of Jackie Robinson’s Nine Core Values is most important to you? Why?
(Courage, Determination, Teamwork, Persistence, Integrity, Citizenship, Justice, Commitment, Excellence)

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GENERAL MEDIA RELEASE

By submitting this application, I hereby authorize Higher Ground Youth & Family Services to photograph me, take motion pictures of me, take video footage of me, and/or make electronic sound recordings of me (herein referred to as photographic or electronic reproductions).

I authorize the use of any such photographic or electronic reproductions of me for any purpose, including, but not limited to educational and other public media as may be deemed appropriate by Higher Ground Youth & Family Services (I understand that I may be identifiable from such photographic or electronic reproduction).

YOUTH APPLICANT --- AS A CONDITION OF BEING INVOLVED IN THIS PROGRAM, I hereby release and agree to hold harmless from liability Higher Ground Youth & Family Services and their affiliates, the officers, employees and volunteers thereof, or any other person or organization that may provide or receive such information. I also understand that, regardless of previous appointments, Higher Ground Youth & Family Services is not obligated to appoint me to a volunteer/staff position. If appointed, I understand that, prior to the expiration of my term, I am subject to suspension and/or removal by the Program Administrator and/or the Board of Directors for violation of Higher Ground Youth & Family Services policies or principles and/or for any matter giving rise to concerns for the safety of minors. I certify that I am the parent or guardian of the applicant (printed below), a minor under the age of eighteen years. I hereby agree to assume legal responsibility for his/her authorizations referred to in the above General Media Release.

Applicant Name (Please Print)

Applicant Signature

Date

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

Date

ADULT APPLICANT --- AS A CONDITION OF BEING INVOLVED IN THIS PROGRAM, I give permission for Higher Ground Youth & Family Services to conduct background check(s) on me now and as long as I continue to be active with the organization, which may include a review of sex offender registries, child abuse and criminal history records. I understand that, if appointed, my position is conditional upon Higher Ground Youth & Family Services receiving no information on my background that gives them concern. I hereby release and agree to hold harmless from liability Higher Ground Youth & Family Services and their affiliates, the officers, employees and volunteers thereof, or any other person or organization that may provide or receive such information. I also understand that, regardless of previous appointments, Higher Ground Youth & Family Services is not obligated to appoint me to a volunteer/staff position. If appointed, I understand that prior to the expiration of my term, I may be subject to suspension and/or removal by the Program Administrator and/or the Board of Directors for violation of Higher Ground Youth & Family Services policies or principles and/or for any matter giving rise to concerns for the safety of minors. I certify that I (applicant), hereby agree to the authorizations referred to in the above General Media Release.

Applicant Name (Please Print)

Applicant Signature

Date

Thank you for completing an Employment Application for our 2021 Summer Program! Please submit it to Erynn Clark at erynnclark@highergroundoc.org as soon as possible. We will contact you via phone or email soon to schedule an interview.

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Higher Ground Teens2Work Job Description

In general, the duties of the Teen2Work position may include the following:

- Facilitate games, sports, art, crafts, and activities with children
- Supervise children on the playground equipment, in the cafeteria, & during activities
- Hand out lunches and snacks
- Clean up eating areas
- Teach children to use computers and computer games
- Teach/reinforce basic health and personal hygiene
- Read aloud to children, encourage them to read by themselves
- Organize areas before programs
- Teach/model proper clean up techniques
- Prepare areas for the next activities
- Promote Jackie Robinson's Nine Core Values (see next page)
- Basic field maintenance (rake, lay chalk lines, place bases, fill in holes, etc.)
- Load and unload supplies, food, equipment (not over 40 lbs. each)
- Other basic program functions as needed

Group Operational Lead Job Description

The duties of an operational lead will include those of the Teen2Work position in addition to:

- Oversee and manage the Teens2Work job duties and ensure they are being fulfilled for group
- Administer rest and lunch breaks to all Teens2Work in group
- Be liaison between group and Higher Ground staff
- Be part of staff meetings and make sure that all policies and procedures are being met
- Be part of decision-making process for discipline strategies
- Be responsible for walkie talkies and head count for group
- Arrive as early as 11 am or stay as late as 6:30 pm for staff meetings on select days