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| <b>Job Title:</b>                   | Camp Leader (Camp RA)   | <b>Job Category:</b>  | Temporary  |
| <b>Rate: \$</b>                     | \$110/day (3 days total)  | <b>Work Calendar:</b> | <b>April 20-22, 2018</b><br><i>Time of Availability Starts on: April 20<sup>th</sup> at 10:00 am – April 22<sup>nd</sup> through 5 pm.</i> |
| <b>Date Posted:</b>                 | Tuesday, December 19, 2017  | <b>Closing Date:</b>  | Friday, January 18, 2018   |
| <b>Main Office:</b>                 | 1701 Westwind Drive Suite #116,<br>Bakersfield, CA 93301  | <b>Webpage:</b>       | <a href="http://www.y2lef.org/careers.html">www.y2lef.org/careers.html</a>   |
| <b>OVERVIEW:</b>                    | <p>Youth 2 Leaders Education Foundation is a non-profit organization dedicated to ensuring that the next generation of Kern County students has the opportunity to go to college. Our ultimate goal is to increase the number of Kern County youth that attain a higher education at the community college or university of their choice.</p> <p>Youth 2 Leaders Education Foundation partners with Migrant Education Program regions throughout the state to provide overnight college readiness programs. Students are motivated and guided through a series of workshops and leadership activities in which they learn how to become competitive college applicants, and leaders in their communities.</p>   |                       |  |
| <b>JOB QUALIFICATIONS:</b>          | <ul style="list-style-type: none"> <li>• Applicant must be attending a post-secondary, accredited college or university and be in good academic standing. <i>(Unofficial transcript must be attached to application packet)</i></li> <li>• Possess one-year experience working with high school students navigating through a structured program; experience working with students of under-represented populations.</li> <li>• Applicant should have good communication and public speaking skills, and be comfortable speaking to small-to-large groups; Applicant should have experience in working with diverse groups and populations.</li> <li>• Work cooperatively and effectively with fellow peers, staff, and administrators while maintaining a professional rapport with any and all students, staff and administrators.</li> <li>• Applicant should have a positive attitude, show great enthusiasm, and be energetic.</li> <li>• Applicant must be responsible, detail-oriented, and dependable.</li> <li>• Applicant must be able to multitask in order to respond well to changing needs and situations.</li> </ul> |                       |  |
| <b>DUTIES AND RESPONSIBILITIES:</b> | <p><b>Tasks will include but are not limited to the following:</b></p> <ul style="list-style-type: none"> <li>• Coordinating leadership activities; maintain all program supplies.</li> <li>• Maintain good professional relationships, code of ethics, and rapport with all program staff and program participants.</li> <li>• Communicate with program director or other program staff to resolve problems.</li> <li>• Accompany and supervise program participants during meals and sleeping quarters.</li> <li>• Enforce rules and regulations to ensure the smooth and orderly operation of program.</li> <li>• Ensure that program participants and areas are safe and secure.</li> <li>• Summon medical assistance when necessary.</li> <li>• Ability to assist students in completing the Cal State and University of California admissions applications.</li> <li>• Ability to assist students in completing the FAFSA (Free Application for Federal Student Aid) application.</li> <li>• Ability to lead group activities.</li> <li>• Observe program participants to detect and report unusual behavior.</li> </ul>      |                       |  |

**APPLICATION PROCEDURE:** Official job application forms must be completed in full and received in the Y2LEF Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed applications or resumes will also be accepted.

**GENERAL INFORMATION:** It is the policy of Youth 2 Leaders Education Foundation to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to be fingerprinted and pass TB Clearance, and present documentation verifying their right to accept employment. If hired, Live Scan and TB Clearance must be completed 3 weeks before the camp date. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.