2022 Summer Staff Application

The Summer Academy to Inspire Learning (SAIL)

The Summer Academy to Inspire Learning (SAIL) is an innovative pre-college program that serves high school students from underrepresented backgrounds, which include lower income and/or first-generation college students, with the aim of encouraging students to enroll and succeed in college through early exposure and exploration. As part of the SAIL Pre-College program, students will immerse themselves in interactive and engaging college-like experiences designed to prepare them for higher education. SAIL is searching for motivated individuals with a passion for working with youth by being a leader and providing mentorship.

We expect to offer an in person, day only and day + residential program(s), for summer 2022. The health and safety of our staff and participants is our highest priority, and SAIL is committed to adhering to all health and safety guidelines established by the University of Oregon, the Oregon Health Authority, and the City of Eugene. Programming is subject to change in response to these guidelines—flexibility and a positive attitude are a must!

Position Description: SAIL Summer Staff

Supervision, mentoring, and engagement of high school students during SAIL summer programs. Responsibilities include: engaging and talking with students about goal-setting and the benefits of higher education through discussion and role-modeling, monitoring classrooms and small-group sessions, establishing a comfortable and inclusive group dynamic, facilitating initiative and team-building games and activities, safety awareness, classroom management, monitoring attendance, keeping the administrative staff informed of all concerns, working as a team player, and completing tasks as assigned. SAIL Summer Staff serve as role models, mentors, and are the primary supervisor of students through all daily activities. In addition to student management, staff will work collaboratively with faculty, which could include program development, student evaluation, and classroom management.

Shift options will differ slightly in responsibilities. Examples of shift schedules include:
- **Day Staff:** 7:30 AM – 4:00 PM
- **Evening Staff:** 3:30 PM – 11:00 PM
- **Overnight Staff:** 7:30 PM – 1:00 AM & 7:00 AM – 9:00 AM

**SAIL Summer Staff Expectations and Agreements:**
- Provide a safe, supportive, inclusive, and enjoyable experience for our students while maintaining a high level of safety awareness.
- Report to and communicate with Lead Staff & Program Manager.
- Attend and participate in all staff meetings and debriefs.
- Follow all University of Oregon and SAIL staff policies. Represent the University of Oregon and SAIL Program by conducting yourself as a professional.
- Responsible for the well-being of high school students during SAIL Summer Program.

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• Initiate, facilitate, and lead student activities and games.
• Supervise students and proactively manage student behavior and group dynamics so faculty can focus on academic content. Support and assist instructors and faculty with academic activities and/or planning.
• Follow attendance protocol.
• Actively participate in activities, engage with students about goal setting and the benefits of higher education.
• Maintain a high level of adaptability and be a team player.
• Cultivate an inclusive and mutually respectful environment by communicating often and clearly with your co-workers.
• Effectively collaborate with co-leader and equally share responsibilities.
• Be receptive to constructive feedback.
• Be punctual for meetings and activities and proactive in helping students and other staff stick to the daily schedule.
• No staff person is ever to consume or be under the influence of alcohol or drugs, use tobacco in any form, nor carry firearms during working hours. Staff must always use appropriate language for youth. Failure to comply will result in immediate termination and dismissal.
• Complete tasks as assigned.

Qualifications:
• At least 18 years of age and enrolled in higher education
• Desire and ability to work with youth in in-person and/or virtual academic setting
• MUST have a positive “can do” attitude, patience, enthusiasm, integrity and grit
• Ability to manage multiple tasks, be accountable
• Ability to work with diverse group of students & staff
• The ability to take initiative and work both as a team and independently
• Experience with supervision and facilitating activities
• Ability to pass background check

Compensation & Benefits:
• Dynamic work environment
• Pay rate based on experience: $13.50 - $15.00 per hour
• Professional training and leadership development
• Being a mentor and creating community

Key Dates:

Staff Training: July 25th – 30th, 2022
All Staff Orientation: May -TBD

Program Dates: July 31st – August 12th, 2022
SAIL Summer Staff Application 2022

INDICATE SHIFT PREFERENCE (circle choice):
  Day Staff:  7:30 AM – 4:00 PM
  Evening Staff:  3:30 PM – 11:00 PM
  Overnight Staff:  7:30 PM – 1:00 AM & 7:00 AM – 9:00 AM

NAME: ____________________________________________

DOB: ___/___/____ GENDER: ________________________ PRONOUNS: ________________________

UO ID: ______________________________ YEAR IN SCHOOL: ______________________________

PHONE: ______________________________

EMAIL: ______________________________

T-SHIRT SIZE (check box in front of size):  □ S  □ M  □ L  □ XL  □ XXL

COLLEGE: ______________________________ INTENDED MAJOR: ______________________________

ETHNIC BACKGROUND (check box in front)  □ Alaska Native  □ American Indian  □ Asian

□ White/Caucasian  □ Black/African American  □ Hispanic/Latinx  Other/ Multi-racial

DRIVER’S LICENSE #: ______________________________ STATE: ______________________________

PERSONAL REFERENCE: ______________________________ PHONE: ______________________________

EMPLOYER REFERENCE: ______________________________ PHONE: ______________________________

EMERGENCY CONTACT: ______________________________ PHONE: ______________________________

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DO YOU SPEAK A SECOND LANGUAGE? IF SO WHAT?: ____________________________

ANY SPECIAL ACCOMMODATIONS REQUIRED? IF SO, LIST:

1. What is your previous experience working with high school students and/or youth?

2. Why are you interested in working for SAIL?

3. Do you have experience facilitating activities (groups, sports, games, etc.)? □ Y □ N
   If yes, please describe your experience:
Drug and Alcohol Policy

The use, possession of, and/or intoxication from drugs and alcohol are strictly prohibited in the SAIL Program, including at all SAIL sponsored activities. I understand that this is a zero-tolerance policy. I will take responsibility for my actions, be immediately be removed from the program if I defy the policy and could face prosecution.

The information I give in this application is true and correct to the best of my knowledge. I hereby give the SAIL program permission to contact my references and submit a background check concerning my qualifications to be SAIL staff member. I also give my permission for my references to provide SAIL information about my experiences with them. If appointed as a SAIL staff member, I agree to abide by stated rules and goals for the program and will fulfill my responsibilities to the best of my ability.

Date

Signature