SAIL Counselor Application
Summer Academy to Inspire Learning (SAIL) Program

The Summer Academy to Inspire Learning (SAIL) is an innovative bridge 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. SAIL is searching for motivated individuals with a passion for working with youth by being a leader and providing mentorship.

Position: SAIL Counselor
Supervision of high school students on University of Oregon campus during the SAIL academic summer program. Responsibilities include: safety awareness, initiating and leading student activities, supervision, campus management, monitoring attendance, engaging and talking with students about goal-setting and the benefits of higher education, facilitating initiative games during lunch and on breaks, completing tasks as assigned, keeping the administrative staff informed of all concerns, as well as working as a team player. SAIL Counselors serve as role models, mentors, and are the primary supervisor of students through all daily activities.

SAIL Counselor Expectations and Agreements:

- Report to and communicate with Lead staff & Program Manager
- Follow all SAIL staff policies, UO Housing policies, and code of conduct
- Responsible for the well-being of high school students on UO campus during SAIL
- High level of safety awareness and risk management decision making
- Initiate, facilitate and lead student activities/games
- Behavior management and supervision of students
- Campus navigation
- Support and assist instructors and faculty with academic activities
- Event set up and break down - Leave No Trace (LNT)
- Follow attendance protocol
- Active participation 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
- Effectively manage group dynamics so that faculty can focus on academic content
- Diligently enforce “no cell phone” policy
- Create a safe, inclusive and supportive environment
- Demonstrate clear and concise communication
- Effectively collaborate with co-leader and equally share responsibilities
- Be receptive to constructive feedback
- Complete tasks as assigned
Qualifications:

- At least 18 years of age and enrolled in higher education
- Desire and ability to work with youth in both an interactive and 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
- Current Red Cross First Aid & CPR (required)
- Ability to pass background check

Compensation & Benefits:

- Dynamic work environment
- $12.00 hourly wage
- Professional leadership development
- Being a mentor and creating community

Key Dates:

- Staff Training
  - Date: Monday, July 13th – Thursday, July 16th
  - Time: 9:00 – 5:00 PM
- Summer Session
  - Date: July 20th – July 24th & July 27th – Friday, 31st

Shift Times:

  Monday - Friday 8:00 AM – 4:45 PM

My signature below confirms my understanding of the position detailed above.

Print Name:__________________________________ Signature:__________________________________

Date:_______________________________________
SAIL Counselor Application 2020

NAME: ___________________________________ GENDER: _______________ DOB: ____/____/____

UO ID: _________________________________ PHONE: _________________________________

EMAIL: ________________________________

AGE: ___________ CURRENT YEAR IN SCHOOL: _________________________________

T-SHIRT SIZE (circle one):  S    M    L    XL    XXL

COLLEGE: ___________________________ INTENDED MAJOR: _____________________________

ETHNIC BACKGROUND:  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: ___________________

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:

1. Do you have your CPR and First Aid Training? Y N
   If so, when does it expire? Date: __________
   *Attach certificate*

2. Staff communicate with the Director and Office Assistant via text and calls for camp-related purposes.
   Do you have access to a reliable phone during camp? Y N

3. Do you have UO van certification? If so, attach certificate and expiration date: __________
I grant the SAIL Program permission to call emergency services or take me to the hospital in the event of an emergency.

Date __________________ Signature ________________________________________________

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_____________________________________________

OFFICE USE ONLY:

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<thead>
<tr>
<th>Background check cleared</th>
<th>Driver’s/Van certification cleared</th>
<th>Reference check</th>
<th>Interview Completed</th>
<th>First Aid/CPR Certification</th>
<th>Training completed</th>
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