

YOUTH WORKER APPLICATION
Pacific Yearly Meeting of the Religious Society of Friends
pacificyearlymeeting.org/youth/adults/

Due on or before May 1, 2016 (unless otherwise extended) for PYM Annual Session
To be completed by potential Children’s Program Teachers and JYM FRAPs

This packet contains this information page, and an Interest Form, Questionnaire, and Background Check Consent Form. Thank you for your interest in serving the youth and community of Pacific Yearly Meeting! *You can use this packet to apply to serve in Children’s Program (ages 0-12 or -13) and/or Junior Yearly Meeting (typically ages 13-18).* Please indicate your preferences on the form.

Information about the positions:

- Please review the Children’s Program Teacher Job Description and/or FRAP information via the web links for each program, listed below.
- Please review PYM’s draft *Abuse Prevention Policy (draft 2015)*:
pacificyearlymeeting.org/wordpress/wp-content/uploads/2015/07/PYM-Abuse-Protection-Policy-2015-Final-Draft.pdf
- **Both programs have mandatory orientations for staff/volunteers in the afternoon of the first day.**

Work-trade information: If you are selected, your program will pay your registration fee, which includes room and board. If you need help with travel funds, please ask your Friends Meeting, or the CP or JYM clerk may be able to refer you to other sources or ride-sharing.

Deadline: Please submit a.s.a.p., to be received by May 1st at the latest ... the earlier the better because programs may select youth workers on a rolling basis. Please provide all the requested information and submit this form in a timely manner to the contact person(s) below. It will help us to make selections that best meet the needs of our group this year and to form pairs and/or teams of youth workers.

Submission: Please email (or mail) your completed forms and any questions to the Clerk listed below, with the **Subject Line:** “CP Teacher (or, JYM FRAP) Application – YOUR NAME”. Attach your completed document with a **filename** following this model:

firstname_lastname_PYMYouthWorker_App_2016 (If you are applying to both programs, you must send a copy to each program’s clerk.) If you need to mail your forms, ask the clerk(s) for their mailing address(es).

<p>CHILDREN’S PROGRAM pacificyearlymeeting.org/youth/children/ Chamba Cooke, Clerk chambacooke@summerhymes.com 530-559-6425 cell</p>	<p>JUNIOR YEARLY MEETING pacificyearlymeeting.org/youth/jym/ Erika Tarabini, Adult Co-Clerk erika.tarabini@gmail.com 530-966-8197 cell</p>
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Please register for annual session as soon as possible: pacificyearlymeeting.org . Write the following in the "Tell us about any special needs that we can accommodate" section on the Accommodations screen of the online registration form: “I have applied to be a [FRAP with JYM, or Teacher with Children’s Program].” If you plan to attend the annual session *only* if you are chosen as a FRAP or Teacher, state that as well. If you are selected, we will notify the registrar and pay your fee.

Thank you!

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INTEREST FORM

Full Legal Name: _____

Name you like to be called (if different): _____

Sex/Gender: _____

Age you will be at the time of this event: _____

Home Address: _____

Mailing Address (if different): _____

Phone(s) and best time to call: _____

E-mail Address: _____

Friends Meeting affiliation (if any): _____

Today's Date: _____

Program Choice(s): write "JYM" or "Children's Program"

1st choice: _____

2nd choice: _____

Note: If you choose to apply to both programs, you must send a copy of these completed forms to each program's contact person.

In case of emergency, name those to be notified below:

Emergency Contact Name _____

Relationship _____

Phone(s) _____

Any other personal information we should know about you not covered in this packet?

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QUESTIONNAIRE FOR BOTH PROGRAMS

(feel free to add additional sheets if necessary)

- 1) What interests you about serving in this role?

- 2) Have you been a FRAP or CP Teacher before at Quarterly or Yearly Meeting? If so when? And how did it go?

- 3) Please list any other relevant experience you have working with children and/or teens, beginning with the most recent. Include your work in Quaker settings (e.g., First Day School, camps) as well as paid employment and other volunteer positions. You may attach a resume or describe your experience here.

- 4) What are some of your skills, gifts, or qualities?

- 5) Have you attended a “Becoming Adult Allies to Youth” workshop organized by the PYM Youth Programs Coordinator? When/where? If so, tell us something you learned there.

- 6) Other relevant experiences with Quakers?

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- 7) *For legal, insurance, and due-diligence purposes we need to ask this question:* Have you ever been accused or convicted of inappropriate behavior with a minor?
YES / NO (circle one)

If yes, please explain. (Attach additional sheets if needed or contact the program's clerk to discuss.)

JYM QUESTIONS (if you are applying to JYM ... if not, skip ahead)

- 8) JYM: How comfortable/confident are you upholding boundaries and agreements and dealing with discipline issues in a youth-led setting? What's your style or approach? (The teen leadership—JYM Clerks and JYM Ministry & Oversight— are your first resources for help, along with fellow adult staff/volunteers.) What questions or concerns do you have about this?
- 9) JYM: Time preferences: Are you more interested in being on duty during the day (between breakfast and dinner) or at night (between dinner and breakfast)? *Note: there is a mandatory JYM leadership meeting at breakfast each day. During meals, youth are to be under the supervision of their parent/guardian/sponsor. Any questions or concerns? Please refer to the draft annual session schedule at: pacificyearlymeeting.org/annual-session-information/*
- 10) JYM: If you are on night duty, are you prepared to stay up until lights out time and be available to be woken up during night if needed? (FRAPs will sleep in the same area as the teens; girls and boys will be in separate areas. JYM usually set a lights-out time between midnight and 1 a.m.) Any questions or concerns?
- 11) JYM: Are you dating a JYMer?

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CHILDREN’S PROGRAM QUESTIONS (if you are applying to CP ... if not, skip ahead)

12) CP: What’s your style or approach to working with children?

13) CP: Typically the Children’s Program is divided into three age groups: infants and preschoolers, lower elementary, and upper elementary or middle school. Which age group(s) would you prefer to work with? Any comments?

14) CP: Along with a co-teacher, you would work a half day with one of the age groups. Are you more interested in being on duty during the morning (after breakfast through the beginning of lunch) or afternoon (after lunch til before dinner)? Please indicate your preferred shift (**AM or PM**) and any related comments:
Please refer to the draft annual session schedule at: pacificyearlymeeting.org/annual-session-information/

15) CP: Would you be at all available to work in the evening? (We are considering offering at least one evening session for CP so that parents can participate in evening activities of their choice.)

16) CP: Is there another teacher applicant with whom you’d especially like to work? Who?

BOTH PROGRAMS, CONTINUED:

17) Do you have any needs, physical limitations, or requests you’d like us know about?

18) Do you have other responsibilities that might conflict? If so, what times are those scheduled? We prefer to have folks who can work all the days, but if you can only do part time please apply and clearly state “Part-time.” Full time will have priority because continuity is important. **Note: Both programs have mandatory orientations for staff/volunteers in the afternoon of the first day.**

Please refer to the draft annual session schedule at: pacificyearlymeeting.org/annual-session-information/

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19) Are you a parent/guardian of any youth who will be participating? Who? How old?
Which program will they be in?

20) Have you had first aid training, CPR, lifeguarding, or other? (Note: There will be doctors and nurses available among PYM attendees.)

21) Will you have a car onsite? **Yes / No / Maybe**

If so, do you have a valid driver's license and insurance? **Yes / No**

If needed, are you willing to drive minors during this event? **Yes / No**

It is Pacific Yearly Meeting's policy that all passengers be seat-belted and all drivers have appropriate licenses and automobile insurance. Lack of a car will not reflect negatively on your application. It is unlikely that you would be asked to drive minors; this is just in case.

22) Please provide the **names and phone numbers of two people we could we contact as a references** for your experience working with youth, preferably at least one from a Quaker setting if possible. Please state briefly their position and/or relationship to you in terms of your experience with youth. (If relevant, you may use a CP or JYM committee member, PYM Children's Program Coordinator, or PYM Youth Programs Coordinator for one of the references **but not both**.)

Name	Title/Position	Phone Number
1.		

In what capacity does this person know your experience with youth?

Years known each other: ____

Name	Title/Position	Phone Number
2.		

In what capacity does this person know your experience with youth?

Years known each other: ____

23) Any other comments or questions?

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BACKGROUND CHECK CONSENT

PURPOSE: *PYM requires a background check at least every 36 months for all adults who spend significant time with minors in PYM programs. Youth workers in PYM include all volunteers, employees, and/or contractors who work with youth at PYM events. Pacific Yearly Meeting takes reasonable and necessary precautions to ensure that our children and the adults who work with them are as safe and secure as possible during their programs and activities, and that the safety and reputation of teachers and program organizers are also protected. To facilitate this emphasis, it is necessary to gather pertinent information from those who desire employment or offer volunteer services to our children's and teen programs.*

NOTICE: The background check may include an independent investigation of your background, references, character, past employment, education, criminal, and/or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on your PYM Youth Worker Application forms and/or for obtaining other information which may be material to your qualifications as a volunteer or for employment now, and if applicable, during the tenure of your volunteering or employment with Pacific Yearly Meeting. You have a right to request additional disclosures as to the nature and scope of the investigation, and you can exercise this right by making a written request to PYM (via the Clerk of the program to which you are applying, who will submit your request to the person(s) in PYM responsible for the background checks) within ten (10) days of the receipt of this disclosure. You may access the federal notice entitled "A Summary Of Your Rights Under The Fair Credit Reporting Act" here: <https://www.consumer.ftc.gov/articles/pdf-0096-fair-credit-reporting-act.pdf> . Information from the report will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, or any other applicable law.

Information collected from both reference and background checks shall be protected and kept confidential.

If you are denied a position due to information obtained in a criminal background check, you will be informed of that fact and given an opportunity to appeal the decision.

CONSENT: The typed or printed name below indicates my written consent to running a criminal background check as described above.

Typed or Printed Name

Date

Your email address
(to send you the online background check questionnaire)

INSTRUCTIONS: *If the background check is needed, you will receive an email from the background check service. Please follow the link and complete the form in a timely manner. It usually takes 5-15 minutes to fill out and submit. Thanks!*