



# Pinole Youth Center

## LEADER IN TRAINING APPLICATION

### Entering/ in 10th-12th grades (Ages 15-17)

Thank you for your interest in the Leader In Training (LIT) opportunity with the Pinole Youth Center and City of Pinole Recreation Department. We are excited you're interested in joining us!

The general duties of the LITs will be to help coordinate games and activities, assist with field trips, play sports and games, provide homework and project help, give guidance through activities, and to act as a role model with youth participants. LITs acquire community service hours necessary to graduate high school and gain valuable work experience, all the while having fun!

**All LITs must be able to commit to at least 2 days per week in the After School Program. A minimum of 3 days per week is required, for a minimum of 7 out of 10 weeks in the Summer Adventures Program. Half days due to Summer School are acceptable with notice.**

#### **AFTER SCHOOL PROGRAM:**

If you'd like to submit a completed application in person, bring it to the Pinole Youth Center any weekday between 2 and 6pm. If no one is available, please leave it in the mail drop next to the front door. There is no deadline for LIT's applying for After School Program, and Coordinator will schedule interview and all other needed meetings.

#### **SUMMER ADVENTURES 2018:**

Camp dates and times are: June 11- August 17, from 8:30am- 6pm, Monday- Friday.

**IN ORDER TO BE CONSIDERED AS A LEADER IN TRAINING PINOLE SUMMER ADVENTURES 2018, YOU MUST ATTEND THE FOLLOWING 3 EVENTS.** (All located at Pinole Youth Center, 635 Tennent Ave)

- **Friday, May 4<sup>th</sup> 6:00pm (deadline for applications)**

**Return the LIT Application and Recreation General Registration Form by 6pm.** We understand that many applicants will not have work experience but it is necessary that the application is completed. Extracurricular and leadership activities should be listed, including (but not limited to!) involvement in organized sports, clubs, youth groups, church membership, volunteer programs, babysitting, etc.

- **Wednesday, May 16<sup>th</sup> 4:00-6:00pm**

Attend the **Mandatory Group Interview**. Candidates will be notified via telephone if they have been selected for an LIT position.

- **Thursday, May 31<sup>st</sup> 4:00-6:00pm**

Attend **Mandatory LIT Training**. During this time, we will be discussing the Summer Adventures schedule, the role of the LITs, leadership & facilitation skills, procedures & expectations and conflict resolution. Payment is due on arrival at the LIT Training. LITs must purchase two t-shirts each (\$20), and may purchase additional shirts if they choose (\$8). The fee to be an LIT is \$100 Residents, \$120 Non-residents plus t-shirts, per summer, and includes following school year.



# PINOLE YOUTH CENTER LEADER IN TRAINING APPLICATION

635 Tennent Avenue, Pinole, California, 94564  
Telephone: (510) 724-9004  
Visit our web site at: [www.ci.pinole.ca.us/youth](http://www.ci.pinole.ca.us/youth)

**PLEASE TYPE OR PRINT IN INK. INCOMPLETE OR ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED**

POSITION APPLIED FOR (Print exact title) : \_\_\_\_\_ DATE : \_\_\_\_\_

NAME : \_\_\_\_\_  
Last, First Middle

ADDRESS: \_\_\_\_\_  
Number Street Apt.

CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

TELEPHONES: Home: (\_\_\_\_\_) \_\_\_\_\_ Cell: (\_\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

CAN YOU SUBMIT VERIFICATION OF YOUR RIGHT TO WORK IN THE UNITED STATES? YES [ ] NO [ ]

ARE ANY RELATIVES EMPLOYED BY THE CITY OF PINOLE? YES [ ] NO [ ] IF YES, PLEASE LIST.

WILL YOU ACCEPT SHIFT, EVENING OR WEEKEND WORK, IF REQUIRED? YES [ ] NO [ ]

HAVE YOU EVER BEEN CONVICTED OF ANY CRIME WHICH RESULTED IN IMPRISONMENT, PROBATION, OR THE PAYMENT OF A FINE OR FORFEITURE OR BAIL OF \$50 OR MORE? YES [ ] NO [ ] (a **YES answer does not automatically disqualify you**).

IF YOUR ANSWER IS "YES", PLEASE EXPLAIN INCLUDING WHERE, WHEN AND THE NATURE OF THE CRIME. (NOTE: You do not need to answer "yes" or explain: 1) any conviction for which the record has been judicially ordered sealed, expunged, or statutorily eradicated; 2) any misdemeanor conviction for which probation has been successfully completed or otherwise discharged and the case has been judicially dismissed pursuant to Penal Code section 1203.4; or 3) misdemeanor convictions for marijuana-related offenses that are more than two years old.)

HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED OR REVOKED? (CALIFORNIA LICENSE REQUIRED FOR POSITIONS WHICH REQUIRE DRIVING) YES [ ] NO [ ] IF YES, PLEASE EXPLAIN:

DRIVER'S LICENSE NO. \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

### SPECIAL QUALIFICATIONS

List licenses, certificates and/or registrations.

TITLE	DATE	ISSUED	DATE	EXPIRES	NUMBER
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

**EDUCATION & TRAINING:** Circle Highest Grade Completed: 9 10 11 12

Schools Attended	Location	Units Completed	Type of Degree or Certificate	Date Degree or Cert. Awarded

**WORK RECORD:** Begin with present or most recent position. Please include any volunteering, babysitting, and/or any club or extracurricular experience. May attach a resume but it is NOT a substitute for completing this section.

**MUST COMPLETE**

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:	
Employer Name:		Phone No: (       )		Duties:
Street Address:				
City:		State:	Zip:	
Name and Title of supervisor:				
Reason for leaving:		Number supervised:	Salary per mo. Starting:	Final:

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:	
Employer Name:		Phone No: (       )		Duties:
Street Address:				
City:		State:	Zip:	
Name and Title of supervisor:				
Reason for leaving:		Number supervised:	Salary per mo. Starting:	Final:

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:	
Employer Name:		Phone No: (       )		Duties:
Street Address:				
City:		State:	Zip:	
Name and Title of supervisor:				
Reason for leaving:		Number supervised:	Salary per mo. Starting:	Final:

FROM: Month/ Year	TO: Month / Year	Total No. Months	Exact Title of Position:	
Employer Name:		Phone No: (       )		Duties:
Street Address:				
City:		State:	Zip:	
Name and Title of supervisor:				
Reason for leaving:		Number supervised:	Salary per mo. Starting:	Final:

May we contact your present and past employer(s) as to your character, qualifications, etc? Yes [ ] No [ ]  
 I hereby certify that all statements made herein or otherwise by me in applying for a position of employment with the City of Pinole are true and correct. I understand and agree that my misstatement or omission of material fact will cause forfeiture of my rights to employment by the City of Pinole. I understand that employment is contingent upon my provision of written verification of my identity and legal right to work in the United States.  
 DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

## **Supplemental Questionnaire**

Please return this paper with your application. Print or type clearly.

1.) Briefly state why you are interested in being an Leader In Training. Be Specific.

2.) What skills or abilities could you contribute to the Youth Center?

3.) What experience do you have working with youth, either your peers or younger?

4.) What values do you feel are most important when working with youth?

## Summer Adventures and/ or After School Program: LIT Information

Name:

LIT Cell Phone Number:

What vacation dates would you like to request?

**AFTER SCHOOL PROGRAM:**

**SUMMER:** *Maximum time off is 2 weeks. Please make requests based on session of camp to be missed. (Must be submitted to Youth Services Coordinator 2 weeks prior to start of summer.)*

What weekdays are you available to work weekly in the After School Program (3pm-6pm)

(circle each)

Monday

Tuesday

Wednesday

Thursday

Friday

Which camp do you prefer to work with first? (circle one)

Discover (5-8 years)

Adventure (9-11 years)

Ice (12-14 years)

What times do you prefer participating at camp? (circle one)

Mornings

Afternoons

Full Days

Preferences will be taken into consideration however, we cannot guarantee any requests.

What size T-Shirt (adult sizes) do you wear? (circle one)

S

M

L

XL

OTHER \_\_\_\_\_