



## YELS Staff & Volunteer Application Summer 2014

Thank you for your interest in *the Young Entrepreneurs for Leadership & Change* Summer Program. Below are the position descriptions, instructions for applying are on page 2.

### We are in need of paid staff in the following roles:

- Program Leaders (2 needed)
- Campus Life Leaders (aka "RAs" - 2 needed, 1 guy & 1 girl)
- Activity Leaders (2-4 needed)
- Teaching Assistants (one for Exploring Entrepreneurship & one for Social Problems)
- Registration Coordinators (1 needed)

**Program Leaders** will assist the Director with the day-to-day running of the program, coordinate details of activities, service, and field trips during the summer. During the spring semester one of the Program Leaders will need to work a few hours a week, helping with promotion, reviewing applications, and registering participants. We prefer students who are 21+ so that they can drive minivans (though it is not a requirement, so please do not let it deter you). We also prefer students who have been RAs or RCAs and/or who have worked Preview, as they clearly have the energy & enthusiasm needed to succeed in a program like YELS. The Program Leaders start date is flexible, at least one PL is needed during Summer A and could even start during Spring, the other PL could start as late as the week prior to the program. PL's work full-time during Summer B, and part-time one week following the end of YELS, until everything is wrapped up.

**Campus Life Leaders** will sleep in residential halls (we are usually assigned to Beaty Towers) & oversee community service and activities for the duration of the summer program. The Campus Life Leaders will work closely with and report to the Program Leader(s) and Director. They will be provided housing & meals in addition to their salary. During the spring semester they will work a few hours a week to help with promotion, reviewing applications, and registering participants, and to plan the activities. We prefer students who are 21+ so that they can drive minivans (though it is not a requirement, so please do not let it deter you). We also prefer students who have been RAs or RCAs and/or who have worked Preview, as they clearly have the energy & enthusiasm needed to succeed in a program like YELS. The CLLs will work full-time for the duration of the program, plus part-time the week prior and the week following the end of YELS, until everything is wrapped up.

**Activity Leaders** will help to coordinate activities, community service, and evening & weekend programming and will transport & chaperone students to community service and field trips. We prefer students who are 21+ so that they can drive minivans. The Activity Leaders will work full-time for the duration of the program, plus part-time the week prior and the week following the end of YELS, until everything is wrapped up. Some of our Activity Leaders help specifically with our Sustainability & Social Media initiatives, so please indicate if either (or both) of those are of interest to you.

**Teaching Assistants** prefer students who have taken a class with Professor Rossi or with Dr. Joos and earned a high grade. They are responsible for attending class, taking notes, helping with grading & record-keeping, assisting with activities, answering students' questions, preparing students for exams, etc. The TAs will work part-time for the duration of the program, plus part-time the week prior and the week following the end of YELS, until everything is wrapped up.

**Registration Coordinator** will work from approx. mid-March through the first week of the program, part-time, doing outreach to prospective applicants, processing applications received, answering questions (via email & phone) of prospective applicants and their families, helping to evaluate application materials, and processing the confirmation + dual enrollment paperwork of the accepted students. In the past, one of the **Program Leaders** has taken this role, and started working in the Spring semester, however, the position could be done by someone other than a PL.

## **We are also in need of volunteers for the following roles:**

**-Marketing & Promotion Interns:** help to get the word out about YELS (contacting high school students, teachers, guidance counselors, and parents-- encouraging them to apply) & help contacting potential scholarship sponsors. Help is primarily needed during November – March.

**-Activity Interns:** assist with activities, community service, and evening & weekend programming. Help is primarily needed during Summer (one week prior to Summer B is when YELS starts), though we could use help with planning, starting as early as Spring, if interested.

*All staff & volunteers must be responsible & reliable, respectful, professional, use good judgement, be detail-oriented, willing to ask questions, work VERY well with others, flexible, enthusiastic, energetic, friendly, and fun. Staff also must agree to both practice & encourage the YELS values & ethics.*

The program will run for 5 weeks beginning Sunday, June 22<sup>nd</sup> through Friday, July 25<sup>th</sup>. Staff begin working part-time the week prior to the launch of YELS and continue working the week following the end of YELS until everything is wrapped up, so in all, it is a 7 week commitment.

**See:** <http://www.ufyoungentrepreneurs.org/> for more information about YELS.

## **There are two steps to complete an application:**

1. Fill out the SurveyMonkey form here:  
<https://www.surveymonkey.com/s/YELS2014StaffVolApp>
2. Email your resume in PDF format, saved as “yels\_staffapp\_resume\_yourname.pdf” to [info@ufyoungentrepreneurs.org](mailto:info@ufyoungentrepreneurs.org)

**We will process applications on a rolling basis, so priority will be given to those submitted sooner.** Priority is also given to staff who attended YELS or who worked or volunteered with YELS in the past.

*This summer, change the world, with YELS.*