

**WEST END HOUSE BOYS & GIRLS CLUB
CAREER & EMPLOYMENT PROGRAM APPLICATION
SCHOOL YEAR 2019 - 2020**



Career and Employment Program Goals:

To support youth in their work-readiness skill development in order to improve their future goals and provide pathways for success.

To support youth to develop work readiness skills such as soft skills (e.g., problem solving, initiative) and career readiness skills (e.g., communication, working with adults).

To provide opportunities for youth to practice, refine and grow skills in a safe and supportive environment.

Youth become engaged in their communities by expanding their identity of themselves and how they see themselves in their communities.

Peer Leader Program Overview:

- Peer Leaders are 14-19 year old teens excited and willing to engage in a fun and exciting employment experience.
- Participate in Mandatory Monthly Professional Development Workshops: Topics covered include communication, networking, team building, etc.
- Attend monthly check-ins with Career Development & Employment Specialist
- Attend monthly Supervisor – Peer Leader check in
- Hours and Pay: Up to 16 hours of work per week, hourly salary is minimum wage. Amount of hours assigned are based on experience and age.
- Being a participant of the Peer Leader program and persisting for ideally two years can help you become eligible for our External Placement Program

JOB DESCRIPTION

Peer Leaders will work in the after-school program as Jr. Staff and support staff with club programs in the different core areas. The responsibilities during working hours will include supporting staff with assigned activities, serving as a role model, reporting discipline problems, leading small group activities, monitoring hallways/locker rooms, and chaperoning field trips. Peer Leader roles also include but are not limited to admin tasks for supervisor, disciplinary actions, dinner support as well as resetting the room for next activity. Peer leaders are expected to engage with youth at all times, uphold and reinforce all WEH rules and be proactive when working. Peer Leaders are also always serving as a role model for other club members of all ages. Most importantly, have fun!

WEH is going through a process of redesigning the Peer Leader program to build a stronger and more robust program for teens. We have a limited number of spots available and will only be inviting candidates to interview that complete the following requirements by the deadline listed below:

The deadline for these requirements is Friday, January 31st no later than 8pm.

- Obtain a bank account (If you don't already have one. If you need assistance with this, please let Carleen or Elena know ASAP to set up an appointment with a bank representative)
- You will need to provide proof of your bank account number and routing number through a banking statement or screenshot of your mobile bank app
- Turn in a copy of your first term report card for school year 2019-2020 (Your grades and attendance will not affect your ability to be in the program. It is for informational purposes only.)

The sooner you turn in your required documents, the sooner your interview can be scheduled. If you have any questions regarding any of this information, please contact Carleen Colin or Elena Mendez.

PERSONAL INFORMATION:

LAST NAME: _____ FIRST NAME: _____ MIDDLE INITIAL: _____

DATE OF BIRTH: _____

ADDRESS: _____ NEIGHBORHOOD _____ ZIP CODE _____

CELL PHONE #: _____ EMAIL ADDRESS: _____

PARENT OR LEGAL GUARDIAN NAME: _____ RELATIONSHIP: _____

ARE YOU A CITIZEN OF THE UNITED STATES: YES NO

IF NOT, ARE YOU LEGALLY AUTHORIZED TO WORK IN THE UNITED STATES? YES NO

WHAT IS YOUR ALIEN REGISTRATION NUMBER? _____

SCHOOL INFORMATION:

ARE YOU A STUDENT IN A BOSTON PUBLIC SCHOOL? YES NO

ARE YOU A STUDENT IN A GED OR ALTERNATIVE PROGRAM? YES NO

NAME OF SCHOOL OR PROGRAM: _____, GRADE: _____

EMPLOYMENT INFORMATION:

HAVE YOU EVER BEEN EMPLOYED BY THE WEST END HOUSE? YES NO

IF YES, WHEN AND WHERE DID YOU WORK? _____

HAVE YOU HAD A JOB BEFORE? YES NO

IF YES, WHERE DID YOU WORK? _____

EMPLOYMENT INFORMATION:

CHOOSE THE TOP 3 CORE AREAS OF INTEREST... (1 = MOST INTERESTED)

- | | |
|--|--|
| <input type="checkbox"/> Education | <input type="checkbox"/> Music Clubhouse |
| <input type="checkbox"/> Dance Center | |
| <input type="checkbox"/> Sports & Fitness (Pool) | <input type="checkbox"/> Games Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Visual Arts |

DO YOU HAVE ANY PROGRAMS/ACTIVITIES AFTER SCHOOL? YES NO

IF YES, THEN WHAT? _____

SHORT ANSWER INSTRUCTIONS:

Please type a response to the following question. *(No more than 400 words – 12 point font and double spaced)*

- **Briefly explain the challenges that come with being an everyday WEH Teen and being a Peer Leader/role model. How will you be able to navigate the two effectively?**

AGREEMENTS & SIGNATURES:

To the best of my knowledge, all of the information I have included in this application is true and accurate.

Signature of Teen Applicant: _____

Signature of Parent or Guardian: _____

Required if Applicant is under 18 years of Age

Completed Applications Are Due to Carleen by **Friday, January 31st at 8:00 pm.**

Application Check List:

- Completed Application
- Short Answer
- Resume
- Obtain bank account and bank information
- First Term Report Card

Carleen Colin – phone: 617-787-4044 ex. 113 email: ccolin@westendhouse.org