



2012 YMCA Global Teens Group Leader Application Instructions

Thank you for your interest in serving as a YMCA Global Teens Group Leader during the summer 2012 program!! Serving as a YMCA Global Teens Group Leader is both an amazing honor, and an extraordinary challenge. It is an opportunity to lead teens through one of the most impactful, challenging and inspiring adventures of their lives. As a famous philosopher once said; *"I did not say it was going to be easy, but it will definitely be worth it."* Serving as a Global Teens Group Leader will allow you to hone your group and youth work skills, while also gaining a deeper understanding of your own values, leadership style and world view.

We are seeking to have all summer 2012 Group Leaders in place by November, 2011, and are asking for a commitment (keeping in mind the other duties/responsibilities you have) beginning November 2010, and running through early December 2012. Time commitment will vary by month, but involvement of Group Leaders in the pre-trip preparation/training process and post-travel reflection process is vital for teen participants to have the best possible experience. You are asked to make a good faith effort, and to stay in close contact with the Global Teens staff team. If you work with us, we will work with you.

This Application Consists of:

- **Leader Application (Bio/Contact Info, Essays, etc.)**
- **PLEASE NOTE: After selection, accepted applicants & alternates will be furnished with other forms (i.e. Background check/drug test, health history and group leader agreements) to complete. Final selection is contingent on successfully completing the entire process.**

Personal Information: Fill in your name, gender, resident of, citizen of, date of birth and age **exactly** as they appear on your passport. The information you provide will appear on your documents and if you are selected, they will appear on your plane ticket. It is suggested that you apply for your passport at least 4-6 months in advance. If you are not a U.S. citizen, please be sure to research the visa/entry requirements of the trip you are assigned to.

References: All Global Teens Group Leader applicants must include contact information for 3 references.
References from family members, relatives or friends are NOT ACCEPTABLE.

Health History Forms (2 Pages): Please have your personal physician complete/approve/sign both forms. Please indicate physical or mental illnesses or conditions, which may affect your ability to effectively lead a trip this summer, as well as any allergies or special dietary needs.

Certificates, Photos and Attachments: If you have relevant certifications or photos that will strengthen your application please attach copies of them to your application. (i.e. YUSA/ARC Lifeguard, WSI, First Aide, CPR, Wilderness First Aide, Group Work, Working with Teens 12-17, etc.)

Please return completed applications no later than Friday, October 7th, 2011 to:

Mail: International YMCA Global Teens
attn: John Cruz
5 West 63rd Street - 2nd Floor
New York, N.Y. 10023

Fax: +1-212-724-2344 (attn: John/Global Teens)

Email: cruzj@ymcanyc.org (please scan entire application in PDF format as one document 1MB or less in size)

DEADLINE for ALL 2010 Group Leader Applications: Friday, October 7th, 2011

Best of luck to you!!

John A. Cruz
Associate Director

Chad Nico Hiu
Director

***"The true adventure of life rests not in seeking new landscapes... but in having new eyes."* - Unknown**

**YMCA Global Teens
2012 Group Leader Application**

PART A

The YMCA does not discriminate against any individual on the basis of race, gender, religion, national origin, age, citizenship, marital status, sexual orientation, mental or physical disability, disabled veteran or Vietnam era veteran status, on the basis of knowledge or belief that the applicant has tested positive for AIDS, AIDS Related Complex or HIV, genetic predisposition or any other basis protected by federal, state or local law.

Personal Information:

ENTER ALL INFORMATION EXACTLY AS THEY APPEAR IN YOUR PASSPORT

First Name: **Middle Name:** **Male:** **Female:**

Last Name(s): *(as it appears on passport):*

Date of Birth: *(Month / Day / Year)* / / **Age on June 1st, 2012:** **SSN:** - -

Are you a US citizen? YES NO **If no, what is your resident status?**

Do you have a valid passport? YES NO **If yes, what is the issuing country?**

Passport Number: **Passport Expiration Date:** / /

Contact Information:

Permanent Address: *(Please list alternate address on separate page if applicable)*

Street:

City:

State / County:

Postal Code:

Country:

E-mail Address (non-Hotmail):

Telephone: *(Area Code / Number)* /

Mobile/Work Phone: *(Area Code / Number)* /

Emergency Contact Name: **Relationship:**

Emergency Contact Phone Number: / **2nd Phone #:** /

Current Job Information:

Current Employer: **Supervisor's Phone:**

Name/Title of Supervisor: **Email:**

Job Title: **Length of Time in Current Position:**

Primary Responsibilities:
Use additional sheet if needed

HAVE YOU EVER BEEN CONVICTED OF A CRIME: NO ___ YES ___ *WHEN, WHERE, DISPOSITION OF CASE: _____
*A record of conviction will not necessarily disqualify you from selection. Factors such as age and time of offense, seriousness and nature of the offense, rehabilitation and the specific duties and responsibilities of the position sought will be taken into account. Please note that the New York State Central Register is used by the YMCA of Greater New York to investigate potential candidates for employment.

Education and Certifications:

Degree: H.S. Diploma AA BA/BS MA/MS Ph.D. Other

Location Degrees Received:

Major Field of Study:

Special Honors/Activities:

Languages Spoken besides English:

Trainings and Certifications (please check all that apply):

Red Cross CPR for Professional Rescuer/Adult

Expiration Date:

YMCA of the USA/ARC Lifeguard (*Circle one:* ARC YMCA)

Expiration Date:

First Aide (What type: _____)

Expiration Date:

Other Relevant Certifications:

Do you have a valid Driver's License? YES NO

State of Issue:

Expiration Date:

Trip Region Preference:

Please check your preferred area of travel

Africa

Asia (*Including South Pacific*)

Europe

US (Middle School Program)

South America

Central America/Caribbean

YOU ARE NOT GAURANTEED YOUR TRIP REGION PREFERENCE AND ALL REGIONS MAY NOT BE AVAILABLE DURING YOUR TRAVEL YEAR.

References: (DO NOT LIST FAMILY)

1) **Name & Relation of Reference:**

Address:

Cellular Number:

Email:

How long have you known the reference?

2) **Name & Relation of Reference:**

Address:

Phone Number:

Email:

How long have you known the reference?

3) **Name & Relation of Reference:**

Address:

Phone Number:

Email:

How long have you known the reference?

Please note that your assignment with the YMCA of Greater New York is contingent upon your background check & drug test.

Essays:

Please attach your typed answers to the following questions:

- 1) List you experience working with teens (ages 12-14 or 14-18) years old. You may wish to attach you resume.
- 2) Please discuss you affiliation with the YMCA or other community organizations.
- 3) Please discuss your greatest challenge with a young person you have worked with.
- 4) List any travel experience you have had out of the U.S.
- 5) How has this travel affected you and the way in which you view the world?
- 6) How would you expect a travel experience like Global Teens to impact the teen participants you would be leading?
- 7) What are some challenges you would face if selected to be a Global Teens Group Leader? What would be your biggest concern?
- 8) What qualities do you possess that would make you a good candidate to be a YMCA Global Teens Group Leader?

Training and Preparation:

Please note that all Global Teens Group Leaders are expected to fulfill expectations in the attached job description and listed below:

- 1) Attend all mandatory YMCA Global Teens trainings (dates to be announced)
- 2) Obtain First Aid and CPR certification within 30 days of selection. These certifications are a requirement to become a GT Group Leaders and costs will be the responsibility of the applicant.
- 3) Attend YMCA of Greater New York Child Abuse Prevention and Ethics and Boundaries Trainings
- 4) Assist with participant interviews, communication and document follow-up (January 2012 through December 2012)
- 5) Attend all Teen orientation activities/events unless a bona-fide conflict prevents you from doing so.
- 6) Assist in the planning of pre-trip events, communication with assigned teens and document/paperwork follow-up & equipment return.
- 7) Attend Re-entry event(s) held upon the return of all trips and ensure the return of all equipment/documentation upon return from travel.

I have read the job description and preparation requirements and related to this assignment. It is my wish to be considered for the volunteer position of Group Leader for the YMCA Global Teens Program.

I understand that this application for a volunteer position (if I am not currently a YMCA of Greater New York employee) is not intended to be a contract of employment and that I am not being considered for employment of any definite period. I understand and agree that, in the event the YMCA should employ me, my employment will be at-will, such that either the YMCA or I may terminate my employment at any time and for any reason or for no reason.

If employed, I will abide by the rules, regulations, and statements of policy which now exist, or which may, from time to time, be added to, modified, or changed, as circumstances warrant, at the sole discretion of the company. I authorize the YMCA of Greater New York to obtain information concerning former employers and others, and I release all concerned from any liability in connection therewith.

I certify that the statements made in this application (and any accompanying resume) are true and correct to the best of my knowledge. I understand that any misinformation, falsification or failure to disclose pertinent information will result in the termination of my assignment, if I am offered a volunteer position. I authorize all present or prior employers, educational institutions, and the individuals listed by me on this application to release to the YMCA any information relevant to this application, including information about my employment record, and hereby release them from liability and responsibility for doing so.

Group Leader Applicant Signature:

Date:

[Signature box]

[Date box with slashes]

For Executive Director: By signing below, you are agreeing that the staff person listed above will fully participate in the 2012 YMCA Global Teens program if accepted, including agreeing to pay their standard exempt salary while abroad during the summer travel period.

Executive Director's Signature (YGNY employees only):

Date:

[Signature box]

[Date box with slashes]