

## 2017 Returning Youth Roles & Responsibilities

### Applicant Requirement:

Youth are required to be a graduate of the 2016 Summer at City Hall (S@CH) program to apply as a S@CH Returning Youth for the 2017 Summer at City Hall program, unless arrangements are made in advance with the administrators of the S@CH program.

### Job Description:

S@CH Returning Youth are expected to demonstrate leadership, responsibility, and commitment by being a role model to the current program students. S@CH Returning Youth demonstrate leadership and mentoring skills through a variety of means including small group discussions, assistance in the classroom, daily coordination of meals, administrative duties/reporting, and assisting teachers in the classroom along with program staff on daily assignments and job duties as assigned.

### Job Duties:

As a S@CH Returning Youth, duties include the following listed items below, as well as additional duties as assigned.

Attend bi-weekly training meetings beginning in March	Help with outreach & student recruitment for the summer program
Collect data, input data & prepare weekly reports	Food coordination & food distribution
Facilitate & participate in small group discussions	Develop & support staff with graduation ceremony
Collect pictures and stories to post to social media	Support teachers & program staff during field trips
Serve as positive mentor for the students in the program by leading by example	Coordinate & facilitate team building activities in the classroom
Assist with teachers and program staff on daily program activities	

Email or scan your completed application and resume to Maria Vides-Medal at [MVMedal@cityofsacramento.org](mailto:MVMedal@cityofsacramento.org), fax to (916) 808-5959 or mail to:

Neighborhood Services Division  
915 I Street, 3<sup>RD</sup> Floor  
Sacramento, CA 95814  
Attn: Summer at City Hall Program

For more information, questions, or concerns please call (916) 808-6162.

## 2017 Summer at City Hall Returning Youth Application

### Applications Due Friday, February 3, 2017

Email or scan your completed application and resume to Maria Vides-Medal at [MVMedal@cityofsacramento.org](mailto:MVMedal@cityofsacramento.org). For more information, questions, or concerns, please call (916) 808-6162

<b>Last Name:</b>	<b>First Name:</b>	<b>Middle:</b>	
<b>Address:</b>	<b>City</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Home Phone:</b>	<b>Mobile Phone:</b>		
<b>Current School Attending:</b>			
<b>Grade you will be in Fall 2017 (Please mark one):</b>	<b>Junior</b> ___	<b>Senior</b> ___	<b>Post High School</b> ___
<b>Email:</b>			
<b>Contacts in Case of Emergency</b>			
<b>Name:</b>		<b>Name:</b>	
<b>Relationship:</b>		<b>Relationship:</b>	
<b>Cell/Work Phone:</b>		<b>Cell/Work Phone:</b>	
<b>Address:</b>		<b>Address:</b>	
<b>Please answer the following questions to the best of your ability.</b>			
<p>1. If selected, you are required to work the entire 6-week program. Do you have any summer activities or plans that prevent you from committing to the entire 6-weeks? If so, what are those activities or plans?</p>			
<p>2. Are you able to work 5 days a week from 7am-1pm for 6-weeks?</p>			<p>Yes___ No___</p>
<p>3. Why do you want to be a Returning Youth?</p>			

<p><b>FOR OFFICIAL USE ONLY</b></p> <p>DATE REC _____ STAFF _____</p>
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4. What do you want to learn during the program as a Returning Youth – about yourself, about your career interests, about the city, other?

5. How will you apply the skills and knowledge you have learned from the program to better yourself and others?

6. Please name a Parent/Guardian that we can be in communication with about the Returning Youth work schedule for the summer.

Name:	Relationship:
Phone:	Email:

*By signing below, I certify that all information in my application is true, complete, and correct. I also agree that I have read and understand the roles and responsibilities as Returning Youth for the 2017 Summer at City Hall Program.*

*Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_