The Leadership, Education and Athletics in Partnership, Inc. (LEAP) mission is to develop the strengths and talents of young leaders who create and implement year-round, community based programming designed to achieve positive academic and social outcomes for children living in high-poverty, urban neighborhoods.

Counselors should be creative, energetic and truly committed to working with children. Training, support, ideas and resources are available to students who are ready to make a difference in a child’s life.

To be a LEAP Senior Counselor you must be a college student with a 2.5 GPA or higher.
Please submit your application and a copy of your transcript to:

Shyrelle Spears
AmeriCorps Director
LEAP
31 Jefferson Street
New Haven, CT 06511

For information or questions about the program please contact:

Shyrelle Spears
Phone 203-773-0770
Fax 203-773-1695

Referred by:
SENIOR COUNSELOR
Job Description

Position Summary: The Senior Counselor leads a group of 10-12 children as their counselor, teacher, mentor and positive role model. Counselors are the center of the LEAP experience for their children, and they must demonstrate the highest level of commitment. Each Senior Counselor is paired with one college graduate, or Academic Coach, to work with a group of children between the ages of five and twelve. Counselors meet with their groups all day during the summer and 9-15 hours a week during the academic year. They implement and participate in daily activities to support their children’s academic, social, emotional and physical development. They teach their children in exciting and educational ways, and encourage their children to have fun by exploring the world around them. Counselors also strive to create close relationships with parents and the neighborhood.

Essential Functions:
- Assists in planning and implementing creative, exciting LEAP curriculum, including reading and educational activities
- Provides regular cultural and social development activities for children
- Assists with homework and guides children through school subjects during the Academic Year Component
- Assists in planning opportunities for children to learn outside of the classroom
- Accompanies children on field trips, ropes course events and camping during the Summer Component
- Leads group in completing a final semester-long project to be presented to the community at EXPO
- Collaborates with Academic Coach on implementation of curriculum, classroom management and enrichment opportunities outside of the classroom for children
- Builds strong, trusting relationships with children’s parent
- Maintains regular contact with LEAP staff
- Participates in training and professional development sessions as required

Principal Working Relationships: The Senior Counselor partners with an Academic Coach and is assigned to work with 10-12 children of their same gender between the ages of five and twelve. Senior Counselors are supervised by their Site Coordinator and are expected to maintain regular contact with the parents/guardians of children in their group.

Qualifications and Experience:
- Currently enrolled in an institution of higher learning required
- GPA of 2.5 or higher required
- Experience working with children preferred
- Belief in the importance of educational opportunities for children from high-poverty urban communities
- Commitment to working with others to inspire social change through education and service
- Available 9-15 hours/week during the Academic Year and 40 hours/week during the summer
- Flexibility with working some evenings and weekends
- Excellent verbal and written communication skills
- Ability to be organized and multi-task
- Spanish and English bilingual ability a plus

Compensation:
- Housing provided during the Summer Component
LEAP does not discriminate in hiring or employment on the basis of race, color, sex, religion, marital status, qualified disability, and national origin or on the basis of age. No questions on this application are intended to secure information to be used for such discrimination. LEAP will check all information. You will be responsible for the accuracy of the statements made on this application.

Please complete all requested information. Type or use ink and print.

### GENERAL INFORMATION

| Name: __________________________________________________ | Date of Birth: __________________________ |
| Current Mailing Address (College): _____________________________ | Apt # ________ |
| City/State/Zip: __________________________ Email: __________________________ |
| Telephone #: Day: ___________ Cell: ___________ Evening: ___________ |

| Permanent Street Address: ____________________________________ | Apt # ________ |
| City/State/Zip: __________________________ Email: __________________________ |
| Telephone #: Day: ___________ Cell: ___________ Evening: ___________ |

☐ Check here and answer the following questions if you have ever been involved with LEAP:

What components and Year(s)?  
- Fall  
- Spring  
- Summer  
Year(s): __________________________

Where? __________________________

In What Capacity?  
- Child  
- QOP/LIT  
- Class Leader  
- JC  
- SC  
- Other: ___________

If employment is offered, can you submit verification of your legal right to work in the U.S.?  
- Yes  
- No

### EMERGENCY CONTACT

| Name: __________________________________________________ | Relationship to applicant: __________________________ |
| Address: _______________________________________________ | City/State/Zip __________________________ |
| Telephone: Day: ___________ Evening: ___________ Cell: ___________ |
EDUCATION AND TRAINING

*Note: A Grade Point Average of 2.5 (C+) is expected from all applicants.

High School: ______________________ GPA: ______ Year of Graduation: ______

College: ______________________ GPA: ______ Expected Year of Graduation: ______

Major Area of Study ______________________

Other Education, Internship, etc. ______________________ Expected Year of Graduation ______

Description: ______________________

Do you speak, read, and/or write a language other than English? If yes, what language and how proficient are you?

Language: ______________________ Circle One: ______

Reading: ______

Proficient ______ Fluent ______

Speaking: ______

Proficient ______ Fluent ______

EXTRACURRICULAR ACTIVITIES

High School | College

EXPERIENCE

List your previous work or volunteer experience beginning with your most recent position:

Company/Organization: ______________________

Street Address ______________________ City/State/Zip ______________________

Position: ______________________ Duties: ______________________

Supervisor's Name/Title: ______________________ Phone: ______________________

Start Date: Month/Year ______ End Date: Month/Year ______

Reason for Leaving: ______________________ Comments: ______________________

Company/Organization: ______________________

Street Address ______________________ City/State/Zip ______________________

Position: ______________________ Duties: ______________________

Supervisor's Name/Title: ______________________ Phone: ______________________

Start Date: Month/Year ______ End Date: Month/Year ______

Reason for Leaving: ______________________ Comments: ______________________

May we contact your current supervisor? □ YES □ NO

Federal and State regulations require that background checks be completed on any person employed in a position directly working with children. LEAP is required to conduct the above mentioned background check on any candidate for employment. An unsatisfactory background check may result in your not being considered for a position at LEAP.

I understand that if hired, I will be required to complete a criminal background check.

Applicant’s Signature ______________________ Date __________

Parent’s or Guardian’s Signature (if applicant is under age 18) ______________________ Date __________
SENIOR COUNSELOR QUESTIONS
LEAP

Please type a 1-2 paragraph response to EACH of the following on a separate sheet of paper:

1. Why are you interested in being involved with LEAP?

2. As a counselor, you are responsible for mentoring children in terms of their academic and social development as positive, caring people. How will your personal skills, experiences, and/or qualities help you mentor children in these two fundamental areas? Please explain in one or two paragraphs.

3. Describe, in a paragraph or two, your educational goals and how you plan to achieve them. Also explain how achieving these goals will contribute to your own success.

AVAILABILITY

What is your availability during the fall component of the academic year?

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What is your availability during the spring component of the academic year?

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**PROFESSIONAL REFERENCE REQUEST**

**LEAP**

**PROFESSIONAL REFERENCES**

*Please provide three professional references who can speak to the quality of your work. Your application will not be considered if this section is incomplete.*

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Company’s name: ____________________________

Phone Number: ____________________________

Email: ____________________________

In what capacity do you know this person? ___________________________________

How long have you known this person? ___________________________________________________________________________

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In what capacity do you know this person? ___________________________________

How long have you known this person? ___________________________________________________________________________

**FOR ADDITIONAL INFORMATIONAL**

Thank you for your time and cooperation. If you have any questions or concerns, please do not hesitate to contact the LEAP office.

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New Haven, CT 06511  
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Fax (203) 773-1695