



# LEAP

## Senior Counselor Application

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



# SENIOR COUNSELOR EMPLOYMENT APPLICATION

## LEAP

### THE LEAP PROGRAM

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

Answer questions for each period of employment, including military service and volunteer 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?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
IN _____					
OUT _____					

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

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
IN _____					
OUT _____					



# 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.*

Reference's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company's name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Reference's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company's name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

In what capacity do you know this person? \_\_\_\_\_

How long have you known this person? \_\_\_\_\_

Reference's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Company's name: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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