



MARION BARRY YOUTH LEADERSHIP INSTITUTE

JOB DESCRIPTION FOR PROGRAM ASSISTANT

The Marion Barry Youth Leadership Institute (MBYLI) is a four-level year-round leadership training and development program for young people in the District of Columbia, ages 14-19. The MBYLI training model emphasizes practical hands-on experience and a holistic approach to developing leaders of the 21st century. Conducting the summer training component from June 24, 2019 to August 2, 2019 on the campus of a university in the District of Columbia provides an optimal environment for MBYLI to service over 350 participants.

During the Summer Intensive Training (SIT) component, youth in the District of Columbia engage in training designed to advance their leadership development and employability skills. The youth are case managed through skill assessments for their performance during the SIT and in preparation for their eligibility for the School Year Program (SYP) component of MBYLI.

Staff Responsibilities:

The Program Assistant position requires excellent verbal and written skills to be utilized for the advancement of MBYLI. Program Assistants are responsible for, but not limited to:

- Inspire and facilitate participant growth in leadership development
- Know each participant individually
- Create a meaningful summer experience for every participant
- Promote civic engagement, community service, self-confidence, and self-esteem
- Assist trainers in creatively implementing MBYLI Curriculum
- Ensure supplies are available for trainers and participants during training
- Compile and distribute all required training materials
- Mediate participants needing assistance while trainers are facilitating training
- Co-lead a minimum of four training sessions per week
- Constructively work as part of a team unit
- Attend all daily staff meetings
- Chaperon all service learning, offsite, and overnight residential experiences
- Effectively communicate with co-workers, supervisors, parents, and youth
- Productively follow instructions and display willingness to learn
- Assist in writing SIT Case Notes
- Ethically handle & administer sensitive data (signing-in, time & attendance processing, etc.)
- Other duties as assigned

Qualifications:

- Registered and Certified Status with the 2019 MBSYEP
- High School Diploma/GED
- District of Columbia Government issued Background Check (Tentatively Selected Candidates)

Availability

- Potential Orientation: June 17, 2019 – June 21, 2019
- Tour of Duty: June 24, 2019 – August 2, 2019



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PROGRAM ASSISTANT APPLICATION PROGRAM YEAR 2019

Applicants must be residents of the District of Columbia, 18 to 24 years of age, have a High School Diploma/GED, and be registered and certified for the 2019 Marion S. Barry Summer Youth Employment Program. For additional information, please contact david.williams3@dc.gov.

Deadline to submit the Program Assistant Application is Friday, March 22, 2019.

PERSONAL INFORMATION (Please print or type.)

Name _____
(Last) (First) (Middle)

Home Address _____ Apt. # _____
(City) (State) (Zip Code) Ward _____

Last Four of SSN _____ Telephone No. () _____

Birth Date ____/____/____ Age _____ Gender Male Female Email: _____

Parent/Guardian's Name _____ Relationship _____

Home Telephone No. () _____ Cell () _____

Name of College, University, School, or Vocational Program you are or will be attending this Fall:
_____ Classification _____

In case of emergency, list a secondary contact.

Name _____ Relationship _____

Home Telephone No. () _____ Cell () _____

How did you learn about this position? _____

HEALTH INFORMATION

Do you have any medical or physical conditions that would affect your participation in certain activities? Yes No

If yes, explain. _____

Do you have any dietary restrictions? (medical, religious, other)

Yes No If yes, explain. _____

Do you have any allergies?

Yes No If yes, explain. _____

Are you currently taking any prescription medication?

Yes No If yes, explain. _____

OPEN RESPONSES

Please answer all questions with full sentences, submit typed responses using appropriate headings, and include your resume as attachments.

WORK EXPERIENCE/VOLUNTEER EXPERIENCE

1. List and explain all work experience you have had with teens.
2. Give an example of your ability to mediate a conflict between teens.

TALENTS AND INTERESTS

1. What activities or interests are you involved in that can contribute to the engagement and prosperity of our youth leaders?
2. How do your activities or interests make you a good fit for the position?

CAREER GOALS

1. Describe your career plans.
2. What experience are you seeking to gain to advance your career goals?

PERSONAL STATEMENTS (Answer both statements with at least **eight sentences**. Please note that there are no right or wrong responses, so feel free to answer openly and honestly.)

1. What life experiences have prepared you to serve in the capacity of a Program Assistant with the Marion Barry Youth Leadership Institute (MBYLI) and how will it help you contribute to our purpose and mission statement?
2. Beyond what has already been shared in your application, what do you believe makes you stand out as a strong candidate for this position?

RANKING FACTOR

1. Please provide examples of work-related instances in which you had to write, edit, and present information to supervisors and/or to peers.

Ranking Factor questions are used to obtain additional information regarding an applicant's specialized experience. Specifically, applicants must demonstrate their knowledge, skills, and abilities relative to the position for which they are applying. Serving as a preparatory tool for applying to DC Government Jobs, please type an appropriate response.

Refer to the link for formatting: <https://cfo.dc.gov/page/about-ranking-factors>

Please check your shirt size (one size only)

Small Medium Large X-Large XX-Large XXX-Large XXXX-Large

My signature affirms the completeness and accuracy of all of the information I have provided in this application.

Applicant's Signature

Date

NOTE: To be considered an eligible Summer Program Assistant candidate for MBYLI, you must be registered and certified for the 2018 Marion S. Barry Summer Youth Employment Program.

THE APPLICATION SUBMISSION DEADLINE IS FRIDAY, MARCH 22, 2019.

The Marion Barry Youth Leadership Institute (MBYLI) must receive your completed application materials by the deadline date - Friday, March 22, 2019. MBYLI is located on the 2nd floor at 4058 Minnesota Ave N.E., Washington DC 20019. If submitting a hard copy, please submit your completed application materials directly to a designated MBYLI Representative within the Office of Youth Programs.

