



PHILADELPHIA FREEDOM SCHOOLS

Communities in Schools of Philadelphia, Inc., Lead Agency

Rodin Place, Ste. 201, 2000 Hamilton St., Philadelphia, PA 19130

Main Office (267) 386-4674. Fax (267) 330-0164

Application for the Summer Junior Servant Leader Project

A completed application includes:

Complete and bring in copies of the following:

- ❑ Job Description (**READ and SIGN**)

Include **clear and legible** copies of the following:

- ❑ School Photo ID
- ❑ Social Security Card (card must be signed)
- ❑ A cover letter (refer to guide at the end of application)
- ❑ A letter of recommendation (from a teacher, supervisor, or mentor)
- ❑ Latest Report Card
- ❑ Latest Terra Nova or PSSA results (strongly encouraged)

Please place an X on the appropriate line:

____ I am a new applicant

____ I am a returning applicant (I have worked for Philadelphia Freedom Schools before)

MAIL OR BRING YOUR COMPLETED APPLICATION TO:

Rodin Place, Ste. 201

2000 Hamilton St.

Philadelphia, PA 19130

Attention: Anyabwile Love

By Monday, March 31, 2009

Junior Servant Leader Interviews will be held on Saturdays

New applicants interview dates: April 4th & 18th

10am – 1pm.

Returning applicants interview date April 11th

10am – 1pm.

Location: TBD

Come dressed in the **appropriate business attire**

Plan to stay the entire time.

Junior Servant Leader Training

University of Maryland Eastern Shore

June 6th-9th 2009



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PLEASE READ AND SIGN

JOB DESCRIPTION: Junior Servant Leader (Year Round)

GENERAL DESCRIPTION

Junior Servant Leaders (JSLs) assist after school personnel on the sites of Philadelphia Freedom Schools (PFS) throughout the city. Early in the summer, all JSLs are trained in techniques of the tutoring and mentoring of children. Junior Servant Leaders attend Think Tank Meetings on a weekly basis wherein they read and respond to subjects that are of historic, cultural and political relevance to the youth. Junior Servant Leaders are also responsible for completing a portfolio that includes a service-learning project as well as assignments related to college, financial development, career and work readiness. Junior Servant Leaders report to the Academic Advisor at their sites and to the Servant Leader Coordinator and JSL Facilitators during Think Tank Meetings.

RESPONSIBILITIES

On Sites

- ✓ Report to the Academic Advisor
- ✓ Collaborate with Lead Intern in the classrooms and after school activities
- ✓ Assist in the planning and execution of special events
- ✓ Provide supervision and guidance to children grades Kindergarten – 8th.
- ✓ Construct and implement lesson plans
- ✓ Develop and facilitate Harambee
- ✓ Participate in service learning projects
- ✓ Develop Work Readiness portfolio
- ✓ Facilitate Peer Mediation
- ✓ Complete timesheets
- ✓ Assist site with clerical and/or community outreach duties
- ✓ Other duties as needed

At Think Tank Meeting

- ✓ Bring all materials including Books and College/ Work Readiness Portfolio
- ✓ Read books and articles
- ✓ Write essays and letters
- ✓ Actively participate in breakout sessions
- ✓ Engage in work readiness activities
- ✓ Engage in personal planning and career exploration
- ✓ Develop and facilitate Harambee
- ✓ Other duties as need

MINIMUM TRAINING & EXPERIENCE

- ✓ High School Freshman (at least 14 years old)
- ✓ Must have a willingness to work constructively with young children
- ✓ Must participate in Philadelphia Freedom School sponsored training **June 6th-9th, 2009**
- ✓ Good verbal & written communication skills
- ✓ Willingness to learn and grow

Salary: \$7.15 per hour (35 hours per week in the summer, 8hrs per week in the Fall and Spring Semesters)

IF YOU AGREE TO DO ALL OF THE DUTIES MENTIONED ABOVE, PLEASE SIGN.

X

Signature

Print Name

Date



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TO BE COMPLETED BY APPLICANT

GENERAL INFORMATION:

Today's Date: ___/___/___

First Name: _____ Last Name: _____ Gender: Male ___ Female ___

Address: _____

City/State/Zip: _____

Home Telephone: _____ Cell Phone: _____

Email: _____@_____.com Do you have internet access at home? Y / N *Circle One*

Date of Birth: ___/___/___ Age: _____ Grade as of the 2008-2009 school year: _____

Month and year started in Freedom School as a **Scholar** _____

Month and Year started in Freedom School as a **JSL** _____

High School: _____

Principal's Name _____

Counselor's Name _____

WORK EXPERIENCE:

Company/Organization Name: _____

Position Held: _____ Dates: ___/___/___

Reason for Leaving: _____

Direct Supervisor: _____ Telephone Number: _____

May we contact them? Yes ___ No ___

WORK EXPERIENCE:

Company/Organization Name: _____

Position Held: _____ Dates: ___/___/___

Reason for Leaving: _____

Direct Supervisor: _____ Telephone Number: _____

May we contact them? Yes ___ No ___

SITE PREFERENCE:

Please place a 1, 2 or 3 next to your 1st, 2nd & 3rd choices. Junior Servant Leaders are not guaranteed a slot at any of their choices. All costs associated with transportation to and from the site are the responsibility of the student.

____ West Philadelphia (19131, 19151, 19139, 19104)

____ Southwest Philadelphia (19143, 19142, 19153)

____ North Philadelphia (19130, 19123, 19121, 19122)

____ North Philadelphia (13132, 19133, 19140, 19129)

____ Germantown & Mt. Airy (19144, 19119, 19150, 19138, 19126, 19118)

____ South Philadelphia (19112, 19145, 19148, 19146, 19147) ____ Frankford (19134, 19137, 19124, 19135, 19149)



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TO BE COMPLETED BY PARENT OR GUARDIAN

Parent/Guardian Name(s): _____
Relationship to Student: _____
Work Telephone: _____ Cell Phone: _____
In case of emergency contact: _____
Phone Number: _____ Relationship to Student: _____

MEDICAL HISTORY

1. Is your child currently under doctor's care for an illness? Yes _____ No _____
If yes, please explain

2. Is she/he currently taking medication? Yes _____ No _____
If yes, please explain

3. Does she/he have any known allergies? Yes _____ No _____
If yes, please explain

4. In the event of a medical emergency, do you authorize a Philadelphia Freedom Schools, Communities In Schools of Philadelphia, Inc. or site staff person(s) to transport your child to a medical facility for proper medical care? Yes _____ No _____

X
Signature _____ Print Name _____ Date _____

Health Insurance Carrier: _____
Policy Holder: _____
Identification Number: _____
Group#: _____

Please explain any special procedures that should be followed in the event of a medical emergency:

MEDIA RELEASE

I give the staff of the Philadelphia Freedom Schools, Communities In Schools of Philadelphia, Inc. and site staff person(s) permission to record my child's likeness and/or voice. I understand that these may be used in conjunction with brochures and/or shown to promote the program. I understand that there will be no payment for the use of this photo however proper crediting will be given where applicable.

X
Signature _____ Print Name _____ Date _____



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COVER LETTER FORMAT

[Your Name]

[Street • City • State • Zip Code]

[Phone # • Fax phone # • Messages phone # • Email]

[Date today]

Re: [To what this letter refers]

[Recipient's Name]

[Company Name]

[Address]

[Address]

Attention [Recipient's Name]

Dear [Recipient's name]:

[SUBJECT]

First Paragraph: Why You Are Writing. Remember to include the name of a mutual contact, if you have one. Be clear and concise regarding your request.

Middle Paragraphs: What You Have to Offer. Convince the readers that they should grant the interview or appointment you requested in the first paragraph. Make connections between your abilities and their needs or your need for information and their ability to provide it.

Final Paragraph: How You Will Follow Up. Remember, it is your responsibility to follow-up; this relates to your job search. State that you will do so and provide the professional courtesy of indicating when (one week's time is typical).

Sincerely,

[Sign here]

[Your name, title]

Enclosures: [Number]

cc: [Name for Copy] (*Names of others receiving letter*)

[Name for Copy]



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JUNIOR SERVANT LEADER RECOMMENDATION FORM

APPLICANT INFORMATION

Full Name: _____ Gender: Male _____ Female _____

Address: _____

City/State/Zip: _____

Home Telephone: _____ Email Address _____

Date of Birth: _____ Age: _____ Grade as of the 2007-2008 school year: _____

RECOMMENDATION

The person indicated above is applying to become a Philadelphia Freedom Schools Junior Servant Leader, a position that entails assisting with after school personnel on the sites of Philadelphia Freedom Schools (PFS) throughout the city.

Reference First Name: _____ Last Name: _____

Company/Organization/School: _____ Title: _____

How long have you known this applicant? _____ (Years)

Please give us your recommendation regarding this applicant's preparation for hire as a Philadelphia Freedom Schools Junior Servant Leader.

- Highly recommend
- Recommend
- Recommend with reservations
- Do not recommend

Please attach an additional letter of recommendation on official letterhead elaborating on the applicant's qualifications.

X _____

Signature of Reference or Interviewer

Date