



Job Readiness for English Language Learners 2020-21 JRELL Peer Counselor Application

Job Readiness for English Language Learners (JRELL) provides subsidized employment Opportunities to high school youth. The goal of the program is to support the positive Development of youth in San Francisco by engaging them in meaningful employment, career, leadership, community involvement opportunities and help develop English Language Skills to newcomers. Peer Counselors (PC) must display potential as leaders, role-models and group facilitators. Throughout the year, PC's will engage in activities that develop their personal and professional skills.

JOB DESCRIPTION

Title: Peer Counselor (PC)
Reports to: JRELL Program Coordinator

DUTIES AND RESPONSIBILITIES

- Attend all weekly PC-ran workshops at agency
- Attend all CYC trainings at agency
- Support in creating a safe learning environment for all youth
- Create and facilitate weekly workshops for participants
- Responsible for the personal and professional growth of 30 participants
- Volunteer at CYC agency or community events
- Communicating with coordinator, participants, co-PC's, and worksite supervisors while building positive relationships
- Maintain participant and worksite files, which includes data entry, timesheets, and filing
- Nurture relationships as a positive mentor/role model to participants in alliance with program/agency goals

QUALIFICATIONS

- Ability to work with participants and co-PC's from diverse backgrounds
- Punctual to all work-related activities and events
- Respectful to environment, opinions, diversity
- Have an open mind, good work ethic, desire to learn, and show dedication
- Communicate effectively and as a public speaker
- Must be able to work Monday through Friday 2 hours after school, some weekends, and overtime without pay

INTERVIEW PROCESS

1. **First round interviews** will be conducted at Community Youth Center's Richmond Employment Branch. The coordinator will contact you to schedule an interview.
2. **Second round interviews** will be a group interview with other applicants on (TBA). Interviewees will be notified shortly after their first individual interview.
3. **Hired PC Applicants** will be notified via phone and email by the Program Coordinator.

SHORT ANSWER QUESTIONS

Please type and print answers (at least 5 sentences) to each question on a separate sheet of paper. Attach answers to back of the application.

1. Tell me about yourself.
2. Why do you think that you are a good fit for the JRELL Peer Counselor position?
3. What are challenges that you hope to overcome through the PC position?
4. Do you foresee any challenges or trouble you will have as a PC?
5. As a PC you are expected to commit to at least 10 hours a week including a mandatory workshop once a week. How will you balance work and your academics for the year?
6. If you get accepted to be JRELL PC, will there any other commitments you have beside being JRELL PC?
7. If you get to plan of JRELL curriculum, what do you want to teach and why.
8. JRELL's mission is provide job readiness training and internship experience to immigrant youth that may have certain barriers to employment (language, no previous job experience, family responsibilities, etc.). **Please choose one scenario and briefly explain how you could be supportive and encourage a participant to succeed in JRELL that is experiencing one of the situations below:**
 - a. A JRELL participant tells you that they are thinking about leaving the program because they want to take another job to support their family
 - b. A participant is having trouble participating in the weekly workshops because they do not speak English as well as their peers and is discouraged to speak up

REQUIREMENT DOCUMENTS

Please attach the following documents when submitting the application:

- A copy of your **signed Social Security Card**
- Proof of permanent residence (one of the following)
 - a. Permanent Residence Card (Green Card) *or*
 - b. U.S. Passport
- A copy of your transcript
- A copy of your resume

Application Due by June 5th, 2020

Thank you for applying to the JRELL Peer Counselor position!