



2024 SAIL Night Manager Application Student Academy to Inspire Learning (SAIL)

Department Summary:

The Student Academy to Inspire Learning (SAIL) is an innovative pre-college program that serves high school students from underrepresented backgrounds, which include lower income and/or first-generation college students, with the aim of encouraging students to enroll and succeed in college through early exposure and exploration. SAIL is searching for motivated individuals with a passion for working with youth by being a leader and providing mentorship.

Position Summary: Night Manager (NM)

Night Managers are SAIL employees responsible for supervising and maintaining the security of the residential spaces for SAIL residential students. Night managers live on the same floor in the residential halls as SAIL high school students. The Night Managers make continual rounds of the designated SAIL floors throughout the entire night, and are responsible for waking the students up at 7:00 am. Night Managers will provide the SAIL Leads and RA counselors with overnight updates. NMs are responsible for handling any emergencies that may arise overnight. In the event an incident occurs, they will triage the incident and contact on-site Evening Leads as first point of contact, the Evening Admin. as a secondary point of contact, and finally Resident Assistants if necessary. Evening Admin. will contact the Ex. Director when needed.

SAIL Night Manager Expectations and Agreements:

- NM stays onsite in the Residence Hall
- Report to SAIL Leads and Administrative Staff
- High level of safety awareness and risk management decision making
- Follow and enforce all SAIL staff policies, UO/Housing policies, and code of conduct
- Supervise students with wake-up routine: wake up call, shower schedules and breakfast until students are checked in with Day Counselors
- Provide emotional support to homesick students
- Create a safe, inclusive, and supportive environment
- Demonstrate clear and concise communication
- Maintain a high level of adaptability and be a team player
- Effectively collaborate with co-leader and equally share responsibilities
- Be receptive to constructive feedback
- Complete tasks as assigned

Qualifications:

- Have completed at least first year of college
- Desire and ability to work with youth in both an interactive and academic setting
- MUST have a positive “can do” attitude, patience, enthusiasm, integrity, and grit



- Must be a team player and able to provide positive role modeling
- Ability to manage multiple tasks, be accountable
- Ability to work with diverse group of students & staff
- The ability to take initiative and work both as a team and independently
- Must be able to follow directions and University rules, reliable, punctual, and professional
- Experience with supervision and facilitating activities
- Current Red Cross First Aid & CPR (required)
- Ability to pass background check
- Applicants must provide proof of enrollment in college

Preferred Qualifications: Have experience with risk management, supervision and facilitating activities.

Compensation & Benefits:

- Hourly wage \$17/hour or higher pending on experience
- If you are a Spanish-speaking individual and will be helping with any translation services during your time employed at SAIL, you may qualify for an additional \$1/hour raise. This is not guaranteed and will be decided by the Program Manager and Executive Director on a case-by-case basis
- Dynamic work environment
- Professional and leadership development
- Being a mentor and creating community
- On-campus housing will be provided for employees (training week + programs)
- Free lunch during training
- 3 Free meals a day during summer programs

Key Dates (Must be available for all):

- **Employee Trainings:**
 - **Dates:** Monday, July 9th – Friday July 12th, 2024
 - **Times:** 9:00 AM – 4:00 PM
- **SAIL Summer Programs:**
 - **Dates:**
 - **Week 1:** Sunday, July 14th - Friday, July 19th, 2024
 - **Times:**
 - **Sun – Friday:** 10:30 PM – 8:30 AM
 - **Friday(s):** No Night Shift, off by 8:30 AM on Fridays



You are applying for a 2024 SAIL Night Manager (NM) position. If you are open to filling one of our other summer positions (SAIL Summer Counselor or SAIL Resident Assistant), please [review the position descriptions for these roles](#) and indicate your preference below (rank choices):

Position Preference 1: _____

Position Preference 2: _____

Position Preference 3: _____

Legal Name: _____ **Preferred Name:** _____

DOB: _____ **Gender:** _____ **Pronouns:** _____

UO ID (if applicable): _____ **Phone #:** (_____) _____ - _____

Preferred Email Address: _____ @ _____

Current Year in School: _____ **College:** _____

Major: _____ **How Many Credits are you currently taking?** _____

Have you been employed by UO before? Yes No

If yes and still employed by UO, list all current jobs: _____

Are you an International Student? Yes No

Ethnic Background:

- | | |
|--|---|
| <input type="checkbox"/> Alaska Native | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> American Indian | <input type="checkbox"/> Hispanic/Latinx |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Other/Multiracial |
| <input type="checkbox"/> White/Caucasian | _____ |

Transportation:

- Personal Vehicle Bus Bike Walk

T-shirt Size: _____

Do you speak a second language? If so, please list below:



Any special accommodations, or dietary restrictions? If so, please list below:

Driver's License #: _____ **State:** _____

Personal Reference: _____ **Phone #:** _____

Employer Reference: _____ **Phone #:** _____

Emergency Contact: _____ **Phone #:** _____

1. What is your previous experience working with high school students and/or youth?

2. Why are you interested in applying for this position with SAIL?

3. Do you have experience facilitating activities (groups, sports, games, etc.)?

Yes No

If yes, please describe your experience below:

My signature below confirms my understanding of the position detailed above.

Print Name: _____

Signature: _____ **Date:** _____



Drug and Alcohol Policy

The use, possession of, and/or intoxication from drugs and alcohol are strictly prohibited in the SAIL Program, including at all SAIL sponsored activities. I, (*print name*) _____, understand that this is a zero-tolerance policy. I will take responsibility for my actions and will be immediately removed from the program if I defy the policy and could face prosecution.

Signature: _____ **Date:** _____

Background Check Policy

The information I give in this application is true and correct to the best of my knowledge. I hereby give the SAIL program permission to contact my references and submit a background check concerning my qualifications to be SAIL employee. I also give my permission for my references to provide SAIL information about my experiences with them. If appointed as a SAIL employee, I agree to abide by stated rules and goals for the program and will fulfill my responsibilities to the best of my ability.

Signature: _____ **Date:** _____

UO SAIL Program Confidentiality Agreement

Confidentiality is the preservation of privileged information about students disclosed in a professional working relationship.

The SAIL volunteers will keep the communication with his or her student(s) confidential. All records dealing with specific students must be treated as confidential and be maintained according to site policy. SAIL volunteers will not discuss students' confidential information outside of the program.

General information, policy statements, or statistical material not identified with any individual or family is not classified as confidential.

Although the site is liable for a volunteer's acts within the scope of his or her duty, giving information to an unauthorized person could be interpreted as not acting within the scope of that duty and the site could refuse to support the volunteer in the event of a legal action. Violation of the Oregon Revised Statute regarding confidentiality of records is punishable upon conviction by a fine of not more than \$1,000 or by imprisonment in the county jail for not more than 60 days, or both.

The only exception to confidentiality restrictions is if a volunteer thinks a student is being physically or sexually abused or is involved in a life-threatening activity. This must be reported immediately to the site counselor/administrator and/or the police or State of Oregon child welfare agency.

Student Academy to Inspire Learning (SAIL)
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My signature below certifies that I have read the material above and understand the confidentiality policy. I understand that my duty as a SAIL volunteer is to abide by the laws and policies regarding preservation of confidential information. I agree to the responsibilities described in the position description.

Signature: _____ **Date:** _____

SAIL Publicity Authorization

I give permission for the UO site and SAIL site to use my name, photographs, or quotes in any form of SAIL publicity. I understand that I may withdraw my consent at any time by submitting a written request to the SAIL Administrative Staff at sailstaff@uoregon.edu.

Signature: _____ **Date:** _____

Return Completed Application to: sailstaff@uoregon.edu