



2024 Summer Counselor Application **The 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. We are offering in-person, day only and day + residential program(s), for summer 2024.

Position Description: SAIL Summer Counselors

Supervision, mentoring, and engagement of high school students for the day-only programs over the three SAIL summer programs. Responsibilities include: engaging and talking with students about goal-setting and the benefits of higher education through discussion and role-modeling, monitoring classrooms and small-group sessions, establishing a comfortable and inclusive group dynamic, facilitating initiative and team-building games and activities, safety awareness, classroom management, monitoring attendance, keeping the administrative staff informed of all concerns, working as a team player, and completing tasks as assigned. SAIL Summer Counselors serve as role models and mentors. SAIL Counselors are the primary supervisors of students through all daily activities. Summer Counselors are grouped in teams (2-3) and will lead one cohort of 20- 25 each week. In addition to student management, staff will work collaboratively with faculty, which could include program development, student evaluation, and classroom management.

SAIL Summer Counselor Expectations and Agreements:

- Provide a safe, supportive, inclusive, and enjoyable experience for our students while maintaining a high level of safety awareness
- Follow attendance protocol
- Report to and communicate with Lead Staff & Program Manager
- Attend and participate in all staff meetings and debriefs
- Follow all University of Oregon and SAIL staff policies and represent the University of Oregon and SAIL Program by conducting yourself as a professional
- Responsible for the well-being of high school students during SAIL Summer Program
- Initiate, facilitate, and lead student activities and games
- Supervise students and proactively manage student behavior and group dynamics so faculty can focus on academic content
- Support and assist instructors and faculty with academic activities and/or planning
- Actively participate in activities, engage with students about goal setting and the benefits of higher education
- Maintain a high level of adaptability and be a team player
- Cultivate an inclusive and mutually respectful environment by communicating often and clearly with your co-workers
- Effectively collaborate with co-counselor(s) and equally share responsibilities
- Be receptive to constructive feedback



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Division of Undergraduate Education and Student Success

5217 University of Oregon, Eugene, OR 97403-5217

Website: sail.uoregon.edu E-mail: sailstaff@uoregon.edu

- Be punctual to meetings and activities and proactive in helping students and other staff stick to the daily schedule
- No staff person is ever to consume or be under the influence of alcohol or drugs, use tobacco in any form, nor carry firearms during working hours. Staff must always use appropriate language for youth. Failure to comply will result in immediate termination and dismissal
- Complete tasks as assigned

Qualifications:

- Applicants must provide proof of enrollment in 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
- Punctuality – must be on time for all shifts (including training week)

Compensation & Benefits:

- Hourly wage \$16/hour
- 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 training and leadership development
- Being a mentor and creating community
- Free lunch during training and summer programs

Key Dates (Must be available for all):

- **Employee Trainings:**
 - **Dates:** Monday, July 9 – Thursday, July 11, 2024
 - **Times:** 9:00 AM – 4:00 PM
- **SAIL Summer Programs:**
 - **Dates:**
 - **Week 1:** Monday, July 15 – Friday, July 19, 2024
 - **Week 2:** Monday, July 22 – Friday, July 26, 2024
 - **Week 3:** Monday, July 29 – Friday, August 2, 2024
 - **Times:**
 - **Mondays:** 7:30 AM – 5 PM
 - **Tues. - Thursday:** 7:45 AM – 5 PM



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- **Friday:** 7:45 AM – 6 PM



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You are applying for a 2024 SAIL Summer Counselor position. If you are open to filling one of our other summer positions (SAIL Resident Assistant or Night Manager), 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:

- Alaska Native
- American Indian
- Asian
- White/Caucasian
- Black/African American
- Hispanic/Latinx
- Other/Multiracial

Transportation:

- Personal Vehicle
- Bus
- Bike
- Walk

T-shirt Size: _____

Do you speak a second language? If so, please list below which language and level of proficiency (read, write, conversational or all the above):

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



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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.

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 the preservation of confidential information. I agree with the responsibilities described in the position description.

Signature:

Date:

SAIL Publicity Authorization



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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