



a program of  communityworks

PAID JOBS FOR YOUTH

Project WHAT! is looking for youth between the ages of 14-18, who have had an incarcerated parent and are willing to share their experience. **You must live in Alameda County, Contra Costa County, or San Francisco County to apply.** We are looking for youth who share our desire to increase awareness of what it's like to have a parent in prison or jail, and to improve services for youth with incarcerated parents. As a member of Project WHAT!, you will work with a writing instructor to write a true story based on your personal experience of having parent(s) incarcerated; speak publicly at conferences and workshops (including sharing the story you wrote); and facilitate trainings for adults and youth. **You will receive support and training to achieve these goals.** For more information about **Project WHAT!**, visit: www.communityworkswest.org, find us on [Facebook.com/CWProjectWHAT](https://www.facebook.com/CWProjectWHAT) or Text (415) 572-5461.

Pay & Other Opportunities

- \$8/hour for summer training sessions (about 45 hours total) + \$100 bonus at end of summer for great attendance
- \$10-15/hour for attending mandatory weekly meetings during the year (start at \$10/hour & work your way up)
- \$25-\$50 to present at each conference or training (depending on time commitment)
- You will gain skills in writing, public speaking, facilitation, and other employment experience
- Depending on your performance and opportunities that arise, there may be opportunities for free travel
- We provide transportation stipends and snacks at most meetings

Scheduling Requirements

- Attend all training and weekly meetings. Meetings will be held convenient to BART or public transportation in Oakland or San Francisco (Past locations have been in downtown Oakland)
- Be able to work approximately 6 hours/week in the summer starting in mid June (about 45 hours total)
- Be able to attend a 2 hour meeting once/week during the school year (evenings)
- Be available to present/facilitate at conferences and trainings
- Make a minimum commitment of one year to the project

Responsibilities:

1. **Write your story:** You will work with a writing instructor. You must be willing to do writing assignments at home in preparation for group meetings and accept constructive criticism.
2. **Attend public speaking & facilitation training:** You must be willing to take risks, speak in front of other people, and accept feedback from the trainers.
3. **Present/facilitate conferences and trainings:** Trainings and conferences will mainly be in the Bay Area but may involve some out-of-town travel. Training service providers and speaking to youth is the heart of the project. It will be necessary for each team member to participate in at least 3 conferences or trainings.
4. **Attend regular meetings:** Meetings will be held approximately once/week between September 2015-May 2016 for ongoing training, team building and program planning. Attendance is required. Exceptions can be granted *with permission* (i.e., if you have an important schedule conflict like a Doctor's appointment or other work).

Skills and Experience We are Looking For

You **MUST** be willing to speak publicly, write and talk about your experience of having a parent incarcerated. We are looking for youth who: share our mission, will attend meetings regularly, are team players, and like to have fun.

Application for Youth Advocate Position

How we will use the information you provide

The purpose of these questions is to inform Community Works staff about your background, experience and skills. With the exception of contacting your reference, any information that we share with anyone outside of our organization will be used anonymously (without your name or identifying information attached). By filling out this form you are not committing to accepting a position or taking the next step in the application process.

Instructions

Mail, fax, or email the Application Cover Sheet and your answers **Interviews will take place on a rolling-basis.**

Submit your application to:

Community Works

c/o Project WHAT!

110 Broadway

Oakland, CA 94607

Phone (510) 486-2340

Text (415) 572-5461

Fax (510) 647-8560

Email: rcoradobiggs@communityworkswest.org

Or fill out our online application at <https://goo.gl/forms/MAoZNNVq9sAYx3o03>

If you have questions as you are filling out the application, please feel free to email or call Rosario Corado-Biggs, Program Facilitator at Project WHAT! at the contact information above.

For more information, visit our website www.communityworkswest.org or find us on Facebook [facebook.com/CWProjectWHAT](https://www.facebook.com/CWProjectWHAT) ;Instagram [@project_what](https://www.instagram.com/project_what) ;Twitter [@projectwhat](https://twitter.com/projectwhat)

Thank you. We look forward to reading your responses.

Application Cover Sheet: Youth Advocate

Today's Date: _____

Name _____ Alias/Aka: _____

Date of Birth (m/d/year) _____ Age ____ Ethnic Identity _____ Gender Identity _____

Place of Birth _____ Place(s) you grew up _____

How did you hear about Project WHAT!? _____

Which cohort are you applying to (Oakland or San Francisco)? _____

Contact Info:

Home Phone _____ Other/Cell _____ Which is better to call? _____

Email Address _____

Street Address _____ City _____ State ____ Zip _____

Mailing Address _____ City _____ State ____ Zip _____

Parent/Trusted Adult Name (for youth under 18 only)

Phone _____ Relationship _____

School Location: If applicable, please provide the name and address of your high school or college:

Name: _____ Grade Level: _____

Address: _____ City _____ State ____ Zip _____

Information about your parent's incarceration:

1. Which parent is/was incarcerated? (If both, please respond "both")

2. Is she/he currently incarcerated? Yes ____ No ____
3. Approximately what age were you when s/he was arrested and how long has s/he been incarcerated?

4. Who were you mostly raised by? (parents, mom, dad, grandparent, aunt, foster parent, etc.)

Application Short Answers: Youth Advocate

Please answer the following questions by attaching a typed or handwritten response. If you **handwrite**, make sure your writing is clear and readable. Please number all answers and include your name on every sheet of paper that you submit.

1. **Just for fun:** In a few sentences, please tell us what you like to do for fun. Include a description of one place in the Bay Area that you love to visit and why; or a place that you haven't visited but *want to* visit and why.
2. **Group or team experience:** Please describe any experience that you have working in teams. If none, please write "none." Tips:
 - Describe the setting and how often the group or team meets (e.g. "I have played on my high school basketball team for two years. We practice 3 days a week." OR "In our 10th grade English class, we were assigned to small groups that met once a week during class time.")
 - Describe a challenge or difficulty that you have had in working in the group and how you have resolved the issue or are trying to work it out.
3. **Organizations:** Please list any community programs, groups, or organizations with which you have been involved in some fashion. Briefly describe your involvement.
4. **Communication skills:** What do you think is your greatest strength and greatest weakness in communicating with other people? For example:
 - I am very good at telling stories with plenty of detail that make it easy for the person who is listening to imagine what I am describing.
 - I am good at listening – my friends all come to talk to me about their problems.
 - I am creative and write a lot of poetry to express myself.
 - I get very nervous speaking in front of people.
5. **Your experience of having a parent in jail or prison:** Please describe what having a parent in jail or prison has been like for you. What have you learned from this experience and what would you most like to help others understand about it?
6. **What you would teach others:** Pretend you have the opportunity to speak to a group of police officers, guards, teachers, or social workers. Please tell us which one of these groups you would pick and explain what you would most want them to know about you and your life. What suggestions would you offer for how to do their jobs better?
7. **Your support system:** Please describe one person that has helped you deal with having a parent in jail or prison and how this person has helped you. (This could be a relative, parent, friend, teacher, police officer, social worker, etc.) If no one has helped, feel free to say this – it will not count against you in the selection process.
8. **Other (optional):** Please write any general comments, questions you think should be included in this application, and/or anything else you would like us to know.