



THE INSTITUTE OF MUSIC FOR CHILDREN, INC.
780 Salem Avenue Elizabeth, NJ 07208 908 469-1211/Fax 908 353-5614
Alysia Souder, Executive Director

Please return to
Institute via email
or in person

Summer Youth Leader Application

ALL APPLICANTS *Please Read Carefully Before Signing:*

The Institute of Music for Children, Inc. (IMC) is a non-profit organization whose programs and services are designed to ensure that children and adults have fun while learning and gaining an appreciation for the arts. As a Youth Leader, you agree to work to the best of your ability in helping to achieve the Institute's vision of creating H.A.R.M.O.N.Y.~ Helping Achieve Responsible Motivated Optimistic Neighborhood Youth.

SUMMER ARTS INSTITUTE OVERVIEW

This five-week day camp focuses on various areas of arts education. Students can participate in a range of courses including: creative writing, art, drama, dance, video production, public speaking, and instrumental music.

Camp Dates: 5 -Week Camp June 26 - July 29

Monday through Friday 7:30 am – 5:30 pm.

The camp will culminate in final performances on Thursday, July 27 at 5pm, Friday, July 28 from 7-10pm, and Saturday, July 29 from 9:30 am – 5:00 pm.

As a summer Youth Leader, you will be required to attend **un-paid** training sessions before and during the summer program. Youth Leaders must also volunteer and fundraise for our Spring Fling Fundraiser, which includes a 5K Walk for the Arts and a Music and Games Festival being held Saturday, June 3, 2017. Each Youth Leader is expected to raise a minimum of \$75 in pledges. All proceeds go towards the continuation of programs and to support the Institute's Harmony Scholarship Fund & the Youth Leadership Institute; one of IMC's major initiatives engaging 20+ young adults to serve as assistant teachers and role models during IMC's summer & school year programs. Youth Leaders are high-achieving, arts-centered young people who are committed to providing the best possible learning environment for children.

Mandatory Training Days (Mark your calendars):

Saturday, May 20th - 10:00 AM - 12:00 PM (Meet & Greet)

Friday, June 2nd - 4:30 PM - 7:00 PM (Spring Fling Set-Up)

Saturday, June 3rd - 8:30 AM - 4:00 PM (Spring Fling)

Wednesday, June 7th - 5:00 PM - 8:00 PM

Wednesday, June 14th - 5:00 PM - 8:00 PM

Saturday, June 17th - 10:00 AM - 4:00 PM (Cleaning Day)

Wednesday, June 21st - 5:00 PM - 8:00 PM (Supervisors Only)

Friday, June 23rd - 5:00 PM - 8:00 PM (Summer Camp Set-Up)

Saturday, June 24th - 10:00 AM - 4:00 PM (Supervisors Only)

The Institute of Music for Children Youth Leadership Institute

SUMMER ARTS INSTITUTE POSITION APPLICATION

Applicants will be assigned to the position that best suits their experience and abilities. Assignments will be decided after their interview.

Youth Leader

Youth Leader Expectations:

- 1-2 years of experience working with children
- Mandatory daily attendance and timeliness—being on time & prepared for each day
- Have strong skills in music and/or performing arts and have significant training or experience in the art form
- Maintain a positive, upbeat and outgoing attitude
- Be creative, flexible and able to work well with others
- Leadership, communication and problem solving skills
- Able to manage and motivate children and maintain a safe and nurturing environment
- An eagerness to participate in Institute activities throughout the year
- A desire to work to the best of your ability and an openness to learning and growing as an individual

Compensation:

This is an hourly position. Applicants selected for the Youth Leader position will be assigned as assistant teachers and support staff throughout the camp day.

Youth Leader Supervisor (to be considered, must provide cover letter explaining current and previous leadership roles. Min 300 words. An additional Supervisor interview with IMC leadership will be scheduled upon hiring)

Youth Leader Supervisor Expectations:

- 3-4 years of experience working with children
- Mandatory daily attendance and timeliness—being on time & prepared for each day
- Have strong skills in music and/or performing arts and have significant training or experience in the art form
- Maintain a positive, upbeat and outgoing attitude
- Be creative, flexible and able to work well with others
- Strong leadership, communication and problem solving skills
- Able to manage and motivate children and maintain a safe and nurturing environment
- An eagerness to participate in Institute activities throughout the year
- A desire to work to the best of your ability and an openness to learning and growing as an individual
- Able to lead a team
- Able to manage and motivate fellow teens while maintaining a professional and safe work environment
- Able to run group activities and oversee important daily transitions
- Able to be flexible and fast thinking as it pertains to problem solving and scheduling

Compensation:

Youth Leader Supervisor: This is an hourly position. Applicants selected for the Youth Leader Supervisor position will be assigned to manage Youth Leader responsibilities, positioned as assistant teachers and support staff throughout the camp day.

The Institute of Music for Children Youth Leader Application

GENERAL WORKER INFORMATION *Fill out the Application Below:*

Name: _____ DOB: _____ Year/Grade in School: _____

Name of School or College: _____

Worker Cell: _____ Email: _____

Home Phone/Emergency #: _____ Attended Institute: Yes / No (Year/s) _____

GPA: _____ Clubs/Extracurricular: _____

Talent/Skills: _____

Guardian or Emergency Contact Name: _____

Emergency Contact Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

Name of non-familial reference that can speak to your integrity, work ethic and personality:

_____ Title: _____

Phone: _____ Email: _____

I understand that being accepted into the Youth Leader Institute means:

(Please read and check off the following statements then sign below.)

- I must attend the mandatory training sessions.
- I must commit to extensive volunteer hours leading up to summer program and periodically throughout the school year.
- I must maintain the Youth Leader integrity—excellence is expected, appropriate language and behavior at all times on job and ESPECIALLY in front of the youth.
- I will not engage in negative interactions with my peers or coworkers and if there is a problem that in any way impacts the Institute community then I will commit to finding a solution with either a peer mediator or an adult mediator.
- I understand that absences, lateness, and/or rule breaking will result in mandatory volunteerism and could eventually result in dismissal.
- I understand that my training or work hours may be extended with little notice.

Applicant Signature: _____ Date: _____

The Institute of Music for Children Youth Leadership Institute

APPLICANT QUESTIONNAIRE

(Please write thoroughly and legibly)

Please share the art form(s) you're experienced in and give details about your training & performance experience.

Have you ever worked with children before? If so, please explain:

Please describe what qualities you have that will be most beneficial in your role as a Youth Leader.

Please describe either a challenge or a success that you have experienced that has helped define who you are?

Is there anything else that you would like us to know about you?

Do you have any conflicts that will interfere with the Youth Leader training or work schedule?
