



# 2021 Summer Program—Staff Application

for adults who have not been on staff with Harambee before



**DEADLINE:** Wednesday, March 31, 2021

## JOB SELECTION

More information is available on the *Summer Staff Information Sheet*.

- CHOOSE ONE OR MORE:**
- Housekeeper** (15 hours per week)  
Must be at least 18 years old and a high school graduate
  - Crew Leader** (40 hours per week)  
Must be at least 19 years old and have graduated high school no later than June 2021

## PERSONAL INFORMATION

Please print clearly.

**Name** \_\_\_\_\_  
FIRST (LEGAL) M.I. LAST

**Address** \_\_\_\_\_  
NUMBER & STREET CITY STATE ZIP CODE

**Contact** (\_\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_ **TYPE:** Home Work Cell Other (circle one)  
BEST

(\_\_\_\_\_) \_\_\_\_\_ — \_\_\_\_\_ **TYPE:** Home Work Cell Other (circle one)  
ALTERNATE

\_\_\_\_\_.@\_\_\_\_\_.\_\_\_\_\_  
E-MAIL

**Data** \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE OF BIRTH (MM/DD/YY) \_\_\_\_\_ AGE \_\_\_\_\_ GENDER (M or F) \_\_\_\_\_ SOCIAL SECURITY NUMBER

- Driving**
- I have a valid driver's license \_\_\_\_\_  
DRIVER'S LICENSE NUMBER STATE
  - My license carries a Class E designation (chauffeur, MO) or equivalent for my state.  yes  no
  - I am able to drive:  automatic transmission  stick/manual transmission
  - I have a non-driver ID or a learner's permit.
  - I do not currently have a valid driver's license, a learner's permit, or a non-driver ID.

**Uniforms** T-shirt size: S M L XL 2X 3X (circle one)

## TIME COMMITMENT

Please review the full schedule on the *Summer Staff Information Sheet*.

Are you able to commit to the entire summer, including orientation/prep week, without missing any days?

- Yes  No. *Explanation:* \_\_\_\_\_

# PREVIOUS EMPLOYMENT

Begin with most recent employer. Please print clearly.

1

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

YOUR JOB TITLE \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ AVG. HOURS/WEEK \_\_\_\_\_ \$ \_\_\_\_\_ HOURLY PAY (OPTIONAL)

DESCRIPTION OF DUTIES \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
BUSINESS PHONE

May we contact this employer?  yes  no

2

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

YOUR JOB TITLE \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ AVG. HOURS/WEEK \_\_\_\_\_ \$ \_\_\_\_\_ HOURLY PAY (OPTIONAL)

DESCRIPTION OF DUTIES \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
BUSINESS PHONE

May we contact this employer?  yes  no

3

COMPANY NAME \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

YOUR JOB TITLE \_\_\_\_\_ DATES OF EMPLOYMENT \_\_\_\_\_ AVG. HOURS/WEEK \_\_\_\_\_ \$ \_\_\_\_\_ HOURLY PAY (OPTIONAL)

DESCRIPTION OF DUTIES \_\_\_\_\_

NAME OF SUPERVISOR \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
BUSINESS PHONE

May we contact this employer?  yes  no

# REFERENCES

Please print clearly.

Please give us the names and numbers of **two personal references** (a mentor, pastor, or other non-relative):

1

NAME \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
PHONE

2

NAME \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
PHONE

If you have had any **construction experience**, please give us the name and number of a reference:

3

NAME \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
PHONE

If you have had any **experience in leadership with youth**, please give us the name and number of a reference:

4

NAME \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
PHONE

## LETTERS OF RECOMMENDATION

**REQUIRED.** Please read carefully.

Please include with this application up to three **letters of recommendation** from references who know you personally and/or professionally (but are not related to you). *These letters should be addressed to Aaron Jones, youth programs manager of Harambee. Letters of recommendation should be typed on personal or professional letterhead, not handwritten, and should bear an original signature from the author. If letters are e-mailed from the author instead of included with this application, ask them to e-mail to [ajones@ncfstl.org](mailto:ajones@ncfstl.org) no later than March 31, 2021.*

## ESSAY QUESTIONS

**REQUIRED.** Please read carefully.

Please answer the following questions **on separate paper** and include with this application. *Answers should be numbered, corresponding to each question. Typed answers are preferred. If handwritten, please write legibly on clean paper.*

- 1 How did you find out about Harambee, and what prompted you to apply for this job?
- 2 If hired, how will you help Harambee achieve its vision and mission (as stated below)?

### **VISION STATEMENT**

*Harambee Youth Training Corporation targets at-risk youth to transform and encourage them with the hope of the gospel of Jesus Christ and to equip and empower them to know and experience the value and dignity of work by training and mentoring in a biblically-based, work-ethic environment.*

### **MISSION STATEMENT**

*Harambee Youth Training Corporation is committed to training youth in the St. Louis area by providing an opportunity for them to gain both personal character development and the necessary work experience to succeed in a work environment. In order to accomplish this, Harambee seeks to build partnerships that connect resources and create relationships with individuals, communities, businesses, churches and government agencies. All of this is to be done in the context of serving the elderly, widows, immigrants, single-parent households and the poor.*

- 3 What do you believe are the most important issues that youth are facing today?
- 4 In a numbered list, rank the three leadership styles below in the order that you would say they best describe you. In a paragraph, explain why you chose as number one the style that best describes you.

**Visionary:** *Sees the big picture, is able to help others see the big picture, and keeps it in view as the team moves forward. May not know the details of how to achieve the goal, or how to help others achieve it, but knows what it is.*

**Encourager:** *Helps others on the team keep pushing for the goal. Is able to listen and understand where problems and conflicts arise. May not always keep the goal in focus, or know exactly how to achieve it, but knows how to encourage the team members to keep pushing towards it.*

**Administrator:** *Helps the team achieve the goal by figuring out the way to make it happen. Is able to organize and manage people, processes and inventory. May not always keep the goal in focus, or know how to keep the team moving toward the goal, but knows the steps necessary to achieve it.*

Please continue on the next page. 

## CRIMINAL RECORD CHECK

**REQUIRED.** Please read carefully.

Because our employees work with children, a criminal background check is required. Please select the statement below that applies to you, and then follow the instructions provided.

- I had a background check done **for Harambee or for another job or volunteer position within the last three years.** Obtain a copy of the completed record check and include it with this application unless already on file with Harambee.
- I have not had a background check done within the last three years.  
Choose one:
  - I have lived in the State of Missouri for most or all of the last five years.  
Visit <https://www.machs.mo.gov/MocchWebInterface/pidSearch.html> and use their system to run a background check on yourself (you will need to use your social security number). You may use a debit card or any major credit card to pay for your transaction. Print the result and include it with this application.

-OR-

Include a check payable to Harambee for \$14.00 and we will run the background check for you.

- I have lived in the state of \_\_\_\_\_ for most or all of the last five years.  
Research online to find the correct paper form or website form and follow their instructions to obtain a criminal background check for your state. If sending by mail, allow up to 4 weeks to receive the results.

## SIGNATURE

After completing the application and attaching all required documents, read and sign below.

I certify that all information I have provided with this application is true and accurate to the best of my knowledge and ability. I understand that Harambee will keep this information confidential, and it will never leave Harambee's office files, though the entire collection of staff applications received may be reviewed (at a glance) by a representative of the Community Development Administration of St. Louis City due to funding contract reviews. I understand that submitting this application does not guarantee me a position with Harambee and that notification of employment, if any, may not be available until May 2021.

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

## CHECKLIST

Review each item below and check off once complete.

- I HAVE:**
- filled out **all sections** completely
  - included **letter(s) of recommendation** as outlined on page 3
  - included (on separate paper) my **essay answers** to the questions on page 3
  - completed and included a **state criminal record check form** and **payment** as outlined on page 4
  - signed** the acknowledgement on page 4

Mail or turn in completed application by **March 31<sup>st</sup>** to:

**Harambee**  
Attn: Aaron Jones  
1142 Hodiamont Avenue  
Saint Louis, MO 63112

## OFFICE USE ONLY

DATE RECEIVED \_\_\_\_\_

INCOMPLETE

DATE ENTERED \_\_\_\_\_

LATE

COMMENTS \_\_\_\_\_



# INFO SHEET

## 2021 SUMMER PROGRAM STAFF APPLICANTS

### WHAT IS HARAMBEE ALL ABOUT?

In the summer of 1996, ministry leaders at New City Fellowship (a church in St. Louis) began working with a few young men in the Hamilton Heights and West End neighborhoods to give them some work experience, mentoring and basic job training. By 2000, a formal summer program had been formed, focusing on the construction trade of tuckpointing (replacing worn-out mortar in brick homes).

“Harambee” is a Swahili word that means “let’s push together to get this thing done!” Today, many people from the greater St. Louis community and beyond “push together” to make a difference in our neighborhoods. Harambee is no longer just a summer program, but operates multiple programs year-round. However, our summer program is still the biggest thing we do all year and the only time we have an open hiring process.

In the summer of 2020, we hired 16 crew leaders and support staff to run 5 crews of youth volunteers. Over 75 teens (ages 12-18) participated, and by the end of the summer we had provided over \$120,000 worth of tuckpointing for low-income homeowners in our community—at no cost to the homeowners.

So working for Harambee isn’t just about mentoring and training youth—it’s about serving the community, learning from those who are different from ourselves, and pouring our own lives out to be a beacon of light and hope to those around us. As a ministry of New City Fellowship and Restore St. Louis, one of our core beliefs is that God has made us all in His image, and therefore we each have value and a purpose for living. We also believe that sin and its consequences are real, and Jesus Christ came to bring restoration and redemption for all. At Harambee, we strive to learn what it is to become the people God created us to be—together.

### WHICH APPLICATION SHOULD I FILL OUT?

**A** **Application A** is for adults who have *never* worked on staff with Harambee before and wish to apply for a position as a head crew leader, crew leader or food service supervisor.

**B** **Application B** is for adults who have worked on staff with Harambee before and wish to apply for a position as a head crew leader, crew leader, or food service supervisor.

**C** **Application C** is for teens ages 17-19 who have experience with Harambee as a youth participant and wish to apply for a position as a junior crew leader.

### POSITIONS AVAILABLE

#### Head Crew Leaders (5 needed) *use Application A or B*

Eligibility: Must have significant experience and training as a crew leader with Harambee during prior summer programs (and preferably also a year-round internship)

Hours: 8 hours per day

Job Description: Provide hands-on oversight of youth participants assigned to crew, manage job site, transport youth & tools/equipment to and from job site, handle minor disciplinary issues, assist in teaching and mentoring during classes, provide direction for crew leader and junior crew leader, ensure safety of crew

#### Assistant Crew Leaders (5 needed) *use Application A or B*

Eligibility: Must be at least 19 years old and have graduated from high school at least 1 year before the summer begins

Hours: 8 hours per day

Job Description: Assist head crew leader with duties described above

Physical Requirements: Involves setting scaffold towers, climbing on scaffolding, grinding, raking and filling joints between bricks, mixing mortar, carrying equipment and materials (mortar bags weigh 80 lbs.), keeping the job site clean, and keeping an accurate inventory of tools. *Projects are dirty and physically demanding, particularly given the high heat and humidity of a typical St. Louis summer.*

#### Junior Crew Leaders (5 needed) *use Application C*

Eligibility: Must be at least 17 years old and have significant prior experience with Harambee as a youth participant

Hours: 8 hours per day

Job Description: Provide support for crew, work alongside youth participants, and assist crew leaders as needed. *See application C for additional expectations.*

#### Housekeeper (1 needed) *use Application A or B*

Eligibility: must be at least 18 years old and have graduated from high school by the time the summer begins

Hours & Wages: 3 hours per day, starting at \$12 per hour

Job Description: Daily cleans bathrooms and breakfast/lunch room, other housekeeping tasks.



# 2021 STAFF APPLICATION DEADLINE: Wednesday, March 31 2021

## 2021 SUMMER PROGRAM SCHEDULE

This year we will have a total of **eight weeks** of staff employment, with 7 weeks of youth participation and a mid-summer break.

**NOTE: This schedule may be moved into August by one week if the public schools decide to continue school through the first week of June because of excess snow days.**

Prep Week	Tues. June 1—Fri. June 4
Week 1	Mon. May 7—Fri. June 11
Week 2	Mon. June 14—Fri. June 18
Week 3	Mon. June 21—Fri. June 25
Week 4	Mon. June 28—Fri. July 2
-Break-	Mon. June 5—Fri. July 9
Week 5	Mon. July 12—Fri. July 16
Week 6	Mon. July 19—Fri. July 23
Week 7	Mon. July 26—Fri. July 30

### Daily Schedule

All staff members begin each day at 7 a.m. (8 a.m. during Prep Week) with prayer and reflection before the youth participants arrive. During breakfast, a class is taught to the youth after which a short devotional is given. Approximately six hours per day is spent tuckpointing on the volunteer project site with the youth participants.

Crew leaders eat lunch together with their entire crew mid-day. At the end of each day, the head crew leader will complete daily paperwork and resolve any tool/equipment issues for their crew.

### Breakfast & Lunch

With the exception of Prep Week, Harambee staff are expected to provide their own meals during the course of the program.

### Pay Schedule

Pay is bi-weekly (every other Friday), and direct deposit is available.

**QUESTIONS?** Call Aaron at (314) 680-9241

Please send or hand-deliver your completed application to:

Harambee Youth Training  
Attn: Aaron Jones  
1142 Hodiamont Avenue  
Saint Louis, MO 63112

OR Email:  
ajones@ncfstl.org

## 2021 Summer Program TIMELINE

### January-March

Application period for staff applicants.

### April-May

Interviews will be conducted with staff applicants as needed for executive staff to make final decisions. Applicants will be notified in writing of their hire status.

### Week of April 26

Youth interviews will be held to determine who will fill open positions on crews. Crew leaders and supervisors may be asked to help conduct interviews.

### May 24, 25

Youth orientation sessions will be held, which are required for youth and their parents. This is a good opportunity for summer staff to meet the teens and their families.

### June 1-June 4

Summer staff orientation week, **required** for all staff. Track 3 participants will attend a special leadership training seminar on Thursday & Friday of this week.

### Monday, June 7

First day of summer program for all youth participants. (Second week for staff.)

### Friday, July 30

Last day of summer program for everyone.

**IMPORTANT**—if you move or change phone numbers at any time over the next few months, please contact Aaron at [ajones@ncfstl.org](mailto:ajones@ncfstl.org) so we can update our records and make sure you will receive all communications from our office.



For more general information about Harambee, visit us online at [www.restorestlouis.org/harambee](http://www.restorestlouis.org/harambee).