



Jacob's Ladder Enrichment Program

APPLICATION FOR EMPLOYMENT – Summer 2024

POSITION: Resident Advisor (RA)

(Mail or email: Jacob's Ladder, Inc., P.O. Box 3, Urbanna, VA 23175; director@jladder.org)

APPLICATION, PART I: Please PRINT and complete the application using black ink. Also, read and initial the above statements. Thank you

EMPLOYEE Information:

Name of applicant: _____			
<i>First</i>	<i>Middle</i>	<i>Last</i>	<i>Prefers to be called</i>
Address 1: (until ___/___/2024) _____			
Address 2: (after ___/___/2024) _____			
Email: _____		Cell phone: _____	
Gender: ___ Male ___ Female	Birthdate: ___/___/_____	Former Climber (Yes/No): _____	
<i>Month/Day/Year</i>			

COLLEGE Experience:

School address: _____	
Current college status: _____	Anticipated graduation date: _____
Major(s): _____	Profession working toward: _____

CERTIFICATIONS: Such as Red Cross, First Aid, CPR, Lifeguard, Water Safety Instructor

List current certifications: _____
Would you be willing to obtain a certification prior to camp? Yes ___ No ___ Area(s) _____

REFERENCES: List three non-relatives who know you through school, work, church, organizations, etc.

Name: _____	Phone number: _____	Relationship: _____
Name: _____	Phone number: _____	Relationship: _____
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Applicants must be age 18+, have completed at least one year of college (unless approved by Ex. Director), eager to work with middle schoolers and peers for extended hours, and available for the entire length of camp and prep week (June 25-July 27, 2024). **Initial** _____

Notice: The position you are applying for is *at-will*. If your employment is terminated, with or without cause, or if you leave before the end of your contract, you will only be paid for time worked. If dismissed, **Section 18.2-119 of the Virginia Code** makes it a misdemeanor to go upon or remain upon the land or premises after being forbidden to do so either orally or in writing by custodian or person in charge thereof. **Initial** _____

A. RA Responsibilities

Please thoughtfully complete your responses to the scenarios below and attach to your application. New applicants, complete a, b, and c. Returning applicants, please complete d.

a. **What if...**

You are responsible for planning and leading recreation/games for a group of 8-10 Climbers grades 5-8. You know that competitive games may feed and spiral antagonism with at-risk children, so structure and order are necessary. The director has been called to the phone – 20 minutes ago; the activities director has taken a sick child for help; a thunderstorm has started; and only one gym is available for all Climbers and three other RAs. YOU are the “somebody” that has to take charge. Exactly what would you do? How would you handle the situation?

b. **Life on Dorm**

The director has assigned roommates. After three days it seems the trio next door to you do not seem to get along, is loud after lights out, and two have chosen to pick on the third Climber. Assuming no other rooms are available, how would you handle this situation?

c. **List & Description of Previous Experiences with Children**

d. **Previous RA Experience**

- (1) What was the biggest challenge you faced as a RA during camp, and how did you handle the situation?
- (2) What piece of advice would you give to a new RA?
- (3) Do you have any suggestions/ideas/requests for the staff?

B. JL Camp Activities

Resident Advisors are responsible for creating and planning evening activities for Climbers, often based on personal interests/talents/experiences. Please indicate activities you could organize/lead by listing ideas in the categories below.

a. **Crafts:** (examples: origami, tie dye, etc.)

b. **Academic Areas:** (sharing something you have learned)

c. **Art:** (examples: watercolor, sculpture, wood working, etc.)

d. **Sports:** (individual or group)

e. **Music:** (singing, instrumental)

f. **Dance:** (examples: aerobic, hip hop, modern, etc.)

g. **Drama:** (examples: role playing, skits, play production)

h. **Miscellaneous:** (an area of interest you would like to share)

C. Interview (may be conducted by phone, Zoom, or in-person)

a. Please note any weekly availability you have: _____

Thank you for showing interest in Jacob's Ladder, a unique program for intellectually gifted, at-risk children. Please send your completed application and narrative responses to the JL office. We will respond to your completed application ASAP. Positions are filled on a rolling basis. Please call if you have questions at 804-758-0712.

NOTE: The applicant has given us written permission to do a background investigation authorizing release of information, and without limitation, releasing reference sources from any liability in connection with such release of the right of access to such information, in connection with the application for employment. A copy of the release will be mailed to you upon request.

Applicant's name: _____ Applicant's signature: _____ Date: _____

(For office use only.) Date **application** received: _____ By: _____
Date/type of **interview:** _____ Conducted by: _____