



clubGEN Facilitator Application

Return completed application by fax or mail:

Fax: 512-441-3129
Mail: P.O. Box 3122
Austin, TX 78764

clubGEN Facilitator Position Description

The Girls Empowerment Network of Austin (GENaustin) is seeking clubGEN Facilitators for the 2007-2008 school year. clubGEN is a weekly, after-school, peer mentoring program that trains high school girls (facilitators) to be peer mentors for middle school girls (participants), engaging them in activities throughout the school year that promote self-esteem, resilience, confidence, and leadership.

The primary function of the clubGEN Facilitator role is to provide critical thinking skills curriculum to middle school girls in AISD. Facilitators can be paid or volunteer (unpaid) positions with GENaustin. Facilitators are required to commit to their positions for the entire school year, attend a training at the beginning of the year, and follow a schedule of club meetings and planning meetings. Facilitators will have the opportunity to develop valuable teamwork, leadership and workforce development skills.

GENaustin is excited to announce that the clubGEN Facilitator position is now a paid or volunteer (unpaid) position. Girls who meet the time commitment requirements can apply for a paid position with GENaustin, Austin's only agency providing workforce development for girls! If you want to receive a pay check every two weeks in your name, learn about setting goals with your money, and build your professional experience in a meaningful way - apply for a paid position with GENaustin!

clubGEN Facilitator Position Categories:

1. Volunteer clubGEN Facilitator:

If you are available at least two days per week after school, this is the category in which you should apply.

2. Paid clubGEN Facilitator:

If you are available every day after school, this is the category in which you should apply.

*****GENaustin encourages applicants to plan for and apply in this category.*****

Miscellaneous Information:

- Facilitators are asked to be available after school on Fridays for planning sessions.
- The general schedule for clubGEN meetings is right after school until 6:00pm.
- Paid Facilitators are asked to have reliable transportation and a valid driver's license.
- **All Facilitators are asked to have access to email for communication regarding clubGEN.**
- **All Facilitators must attend several training events throughout the year in addition to the club meetings. The first of these events will be August 22nd and 23rd of 2007.**

clubGEN High School Facilitator Application - I

Your Name _____

Application Category _____
(Specify Volunteer or Paid)

Do you speak Spanish? _____ Do you have your own transportation? _____

Facilitator Agreement:

clubGEN is growing in a large number of schools around the Austin area as the signature program of the Girls Empowerment Network (GENaustin), an organization that helps middle and high school girls reach their full potential. There is an interest in problems that girls face as they enter into a very difficult time of their lives. Many books and magazine articles have been written to address the issue. Media messages urge us to be thin and sexy, parents can be difficult to talk to, boys are intriguing but sometimes immature. The Girls Empowerment Network and its clubGEN program provide a safe place for girls to talk about the issues they face and learn how to grow into healthy adults. The Girls Empowerment Network does this by hosting speakers in Austin area middle schools through their speaker series program, and also through their clubGEN program, which meets once a week after school to talk about girl-related subjects.

Specially selected high school Junior and Senior girls facilitate discussions and activities about a variety of subjects over the course of the year. They focus on issues such as empowerment, making healthy choices, positive self-image, and improving relationships with friends and relatives. The mission of the clubGEN Facilitators is to negate the societal pressures of self-worth based on looks or being "cool," and support the concept of being a well rounded person whose value and potential is based on the inner self.

Thank you for your interest in participating in this new and unique program. Good luck in the application process, and in your future as an empowered woman!

* * * Please read and sign below * * *

As a potential volunteer or employee of the Girls Empowerment Network (GENaustin) and clubGEN, I understand that I must be a positive representative of this organization. I understand the critical importance of my time commitment, and my responsibility to be a good influence on my peers and the girls that I mentor. I have discussed being a part of GENaustin with my parents and they have given their permission for me to become an employee or volunteer of GENaustin.

Facilitator Signature: _____ Date: _____

Parent Agreement:

I understand that as a peer-educator (clubGEN Facilitator) through GENaustin, my daughter may lead sensitive discussions throughout the year, with potential topics ranging from stress, peer-pressure, dating, relationships, health education, abuse, and family issues. I also understand that during the course of my daughter's yearlong volunteerism or employment with GENaustin, that data may be collected regarding all of the participants for the use in a formal evaluation. I understand that this information may be published for funding and promotional purposes and in no way will I hold GENaustin liable for the information that it collects.

I also understand that my daughter is applying for a position with GENaustin and may be hired as an employee, allowing her to receive a pay check every two weeks from GENaustin, in her name. I understand that GENaustin may offer either a paid or volunteer (unpaid) position to my child based on this application and her time commitment. I have read and understand the requirements of this position. I understand the time commitments outlined by GENaustin that are required for this position.

I permit my daughter to apply for a paid or volunteer (unpaid) position with GENaustin according to the requirements and time commitments outlined in this application. If offered a position (paid or volunteer/unpaid), I will support her time commitment and requirements to fulfill her work as a clubGEN Facilitator through GENaustin.

Parent Signature: _____ **Date:** _____
Phone: _____ 2nd Phone: _____
Email: _____
Alternative Contact: _____ Phone: _____

For more information please contact the Girls Empowerment Network,
GENaustin at
(512) 414-0472 or office@genaustin.org.

clubGEN High School Facilitator Application - II

MEDIA RELEASE PARENT PERMISSIOM FORM

Dear Parents,

Over the past few years, GENaustin has received widespread national media coverage. We have been featured on Good Morning America, in Time Magazine for Kids, and in a PBS documentary on girls and self-esteem! During the next year, we anticipate that GENaustin and it's program clubGEN will continue to generate national media interest and we would like your girls to be a part of it! However, before we can arrange for this, we need your permission.

When media outlets contact GENaustin, we often need to move quickly in order to meet their strict deadlines. Providing us with your consent now, at the beginning of the year, will ensure that we can meet these deadlines. However, please note that your permission for this is *optional*. We, at GENaustin, respect the privacy of our girls and their families, and if you do not want your daughter or guardian to participate in any media coverage, we will respect your wishes.

I do / do not (please circle one) authorize clubGEN and GENaustin to include my daughter in upcoming media and publicity events. I understand that my daughter's image and any information that she discloses may be used in local, national, or international media campaigns. Also, I understand that by giving consent, I refuse the right at any time to hold GENaustin liable for my daughter's participation.

Daughter's Name: _____

School: _____

Parent/Guardian Name (PRINT): _____

Signature: _____

Home Phone: _____ 2nd Phone: _____

Date: _____

clubGEN High School Facilitator Application - III

1. Name: _____
 2. School: _____
 3. Grade/Age: _____
 4. E-mail address(s): _____
 5. Two Phone Numbers: (home) _____ (cell) _____
 6. Home Address & Zip Code: _____
- * It is essential that facilitators be responsive to phone calls and emails on a daily basis ***

clubGEN High School Facilitator Application - IV

Please list the following times according to your 2007-2008 school schedule:

First class (start & finish): _____ Lunch: _____

Last class (start & finish): _____

After school activities (Days, times, and activities): _____

Days you are available after school: _____

clubGEN High School Facilitator Application - V

clubGEN Facilitator Contract

If I am selected as a Facilitator for clubGEN, I agree to the following policies:

Attendance & Time Commitment:

- I understand the critical importance of my being on time and prepared for club facilitation and planning meetings.
- I commit to maintain the time commitment and schedule of my position for the entire school year.
- I understand that my regular attendance establishes a strong emotional connection with the middle school girls whom I mentor, based on trust and reliability.
- I agree to give notice to my supervisor and my fellow facilitators in advance if I will be late or absent from clubGEN.
- I understand that if I cannot honor my time commitment to my schedule with GENaustin, I may be asked to resign as a clubGEN facilitator by the other facilitators or sponsors of clubGEN. I understand that if I am a paid employee of GENaustin and I am asked to resign, I will no longer receive payment for club facilitation.

Behavior and Attitude:

- As an affiliate with the non-profit organization GENaustin, I understand that my behavior within and outside of clubGEN reflects the entire organization.
- I agree to be a good role model for the girls whom I mentor at clubGEN.
- I agree to be a good role model for my peer facilitators at clubGEN.
- I agree to not participate in any activities (drugs, drinking, etc.) that would impair my judgment throughout the year or reflect poorly on clubGEN or myself.

- I understand the great responsibility that I have as a clubGEN facilitator to influence my peers and will use my role to educate, encourage, support, and inspire.

Skills and Traits of High School Facilitators:

Leadership	Role Modeling	Timeliness
Commitment	Consistency	Energetic
Responsibility	Compassion	Open-Mindedness
Preparedness	Dependability	

Applicant Name (Print): _____

Sign: _____ **Date:** _____

clubGEN High School Facilitator Application - VI

(Please answer all essay questions. Feel free to use the back for longer answers.)

1. As a clubGEN facilitator you will need to be a good role model. How have you been a good role model and/or leader in the past?

2. What issue(s) are you most interested in regarding girls/women in society today? Explain.

3. How would attending a weekly support group, like clubGEN, have impacted you in middle school? Explain.

4. Please write a short bio about yourself, including any of your interests, hobbies, and talents.

5. Why do you think you should be selected as a clubGEN Facilitator? Please explain.

6. Do you want to be a paid or volunteer (unpaid) clubGEN Facilitator? Why?

End of Application