

Children's Defense Fund Freedom Schools® Program

2014 Ella Baker Trainer Application Instructions



Please mail the completed application packet to the following address:
Children's Defense Fund Freedom Schools® Program/EBT
Attention: Shaquité Pegues
117 Cheraw Street
Bennettsville, SC 29512

All application packets must be postmarked by **Monday, August 19, 2013**. Please do not fax or email application packets. Late or incomplete application packets will not be considered for the 2014 service year. In order to apply for an EBT position, Servant Leader Interns must have 2 years of experience, with at least one year being a Servant Leader Intern. Individuals who have not successfully completed at least one full summer of work as a Servant Leader Intern **and** at least one full summer of work as a Site Coordinator or Project Director (or one year of *CDF Freedom Schools* after-school service) should not apply. If a person is selected to serve as an Ella Baker Trainer and later is asked to serve as a Site Coordinator or Project Director by a partner organization, the Ella Baker Trainer must attend the March Orientation & Training as a Site Coordinator or Project Director and at the expense of his or her sponsor organization.

Requirements for a Complete Application Packet (please bind all application materials in the order listed):

- 2014 Ella Baker Trainer Application Form**
- Current Resume**
- Two Required Recommendations**
 - Applicants who served at a CDF Freedom Schools® site for the 2013 summer (or earlier years)
 - A. Attached *CDF Freedom Schools* Recommendation Form (must be completed by your direct supervisor at the local *CDF Freedom Schools* site: Site Coordinator, Project Director, or Executive Director and placed in a sealed envelope)
 - B. Letter of Recommendation that speaks to your professional and academic involvement (must include writer's contact information and be placed in a sealed envelope)
 - Applicants who **did not** serve at a *CDF Freedom Schools* site for the 2013 summer
 - A. Letter of recommendation that speaks to your community involvement (must include writer's contact information and be placed in a sealed envelope)
 - B. Letter of Recommendation that speaks to your professional and academic involvement (must include writer's contact information and be placed in a sealed envelope)
- Official College Transcript (*minimum of 3.0*) from currently enrolled college or university OR**
- If you have graduated or are not currently enrolled in school, submit a letter from your current employer to verify employment AND also submit your last college or university transcript.**
- CDF Freedom Schools* Application Essay**
- Proof of Voters Registration**

Applicants should copy their Voters Registration card or submit an online printout.
- Current Photograph**

Since all interviews are conducted via telephone, the requested photographs are used solely to provide individuality to each application.
- Personal Interview**

Upon receipt of application materials, Shaquité Pegues will schedule (via email) a telephone interview for selected applicants. Each applicant must confirm his/her availability with Shaquité Pegues for the scheduled telephone interview. Ella Baker Trainers will be notified of their acceptance status for the 2014 service year in November 2013.

Please direct all questions and concerns to Shaquité Pegues at (843) 479-5310 or at spegues@childrensdefense.org