Children’s Defense Fund Freedom Schools® Program

2017 Ella Baker Trainer Application Instructions

Please mail your completed application packets to:
Children’s Defense Fund
Attn: Shaquité Pegues
117 Cheraw Street
Bennettsville, SC 29512

All application packets must be postmarked by Monday, August 15, 2016. Please do not fax or email application packets. Late or incomplete application packets will not be considered for the 2017 service year. Applicants should review the Ella Baker Trainer job description, which outlines qualifications and responsibilities, prior to completing the application.

Requirements for a Complete Application Packet

☐ 2017 Ella Baker Trainer Application Form
☐ Background Check Form – applicants are asked to submit a copy of their last (1-2 years) background check. In the event that a copy is unable to be obtained or a background check has not been conducted, applicants should completed the attached form and return it along with the other applicant materials.
☐ Current Comprehensive Resume
☐ Three Required Recommendations: 2016 Ella Baker Trainer Recommendation Form
  A. Letter of Recommendation that speaks to your professional and/or academic involvement (must include writer’s contact information and be on company letterhead)
  B. Letter of recommendation that speaks to your community involvement (must include writer’s contact information and be on company letterhead)
  C. This recommendation must be completed by your direct supervisor from your most recent local CDF Freedom Schools site. If you served as a Servant Leader Intern; your Site Coordinator, should complete the form. If you were the Site Coordinator; your Project Director should completed the form. If you were the Project Director; your Executive Director should complete the form. If you were the Executive Director; your board chair or higher supervisor should complete the form.
☐ Official College Transcript – All applicants must submit an official transcript from their current or most recent college or university. Cumulative GPAs should reflect a 3.5 or higher for all current students.
☐ Employment Verification – Applicants who have full-time employment, especially those who have graduated from a college or university, must submit a letter from their current employer to verify employment. The letter should include, at a minimum, the applicant’s position, start date, and job responsibilities.
☐ CDF Freedom Schools Application Short Essays
☐ 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, the selection committee will schedule and conduct telephone/video conference interviews for selected applicants as needed. 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 2017 service year by December 2016.

Please direct all questions and concerns to Shaquité Pegues at (843) 479-5310 or at spegues@childrensdefense.org
Children’s Defense Fund Freedom Schools® Program

Children’s Defense Fund Freedom Schools® Program Job Description

TITLE: Ella Baker Trainer
DIVISION: CDF Freedom Schools® program
DATE: January-December 2017

Summary Statement
An Ella Baker Trainer is a Servant Leader selected by the Children's Defense Fund Freedom Schools® national staff to assist in training local CDF Freedom Schools staff. This position reports to the CDF Freedom Schools Director of Ella Baker Leadership Development.

Nature and Scope
The CDF Freedom Schools program provides summer and after-school enrichment through a research based and multicultural curriculum that supports children and families through five essential components: high quality literacy and character building enrichment; parent and family involvement; civic engagement and social action; intergenerational servant leadership development; and nutrition and health. In partnership with community based organizations, faith based institutions, schools, colleges and universities, juvenile detention centers, and municipalities, the CDF Freedom Schools program boosts student motivation to read, generates positive attitudes towards learning, and connects the needs of children and families to the resources in their communities. The model incorporates the totality of CDF’s mission by fostering environments that support children and young adults to excel and believe in their ability to make a difference in themselves and in their families, schools, communities, country, and world with hope education and action. College students and recent graduates are trained as servant leader interns to deliver the Integrated Reading Curriculum at CDF Haley Farm. Since 1995, more than 137,000 K-12 children have experienced CDF Freedom Schools and more than 16,000 college students and young adult staff have been trained to deliver this empowering model. In summer 2016, the CDF Freedom Schools program trained more than 1,500 participants and partners served over 11,200 children at 123 program sites in 95 cities and 29 states (including the District of Columbia and the U.S. Virgin Islands).

Ella Baker Trainer Responsibilities:
Working under the supervision of the Ella Baker Trainer Coordinator, an Ella Baker Trainer will:
- Attend and carry out assigned duties for the required CDF Freedom Schools trainings and meetings scheduled from January to December 2017.
- Adhere to policies that address travel, decorum, dress codes, loyalty, responsibilities, use of trademark, etc.
- Communicate regularly with the Director of Ella Baker Leadership Development via email, telephone and the CDF Freedom Schools website.
- Submit requested information to the Ella Baker Trainer Coordinator in a timely fashion.
- Work independently and with the Ella Baker Trainer team to fully prepare for all CDF Freedom Schools trainings and meetings.
- Compile helpful training ideas and resources into an Ella Baker Trainer Training Portfolio.
- Train Servant-Leader Interns and local CDF Freedom Schools staff on the delivery of the Integrated Reading Curriculum and other key components of the CDF Freedom School program.
- Collaborate with the national CDF Freedom Schools staff to establish, maintain, and facilitate supportive and structured training environments for local CDF Freedom Schools sites.
- Facilitate team-building activities and workshops for Servant-Leader Interns and Site Coordinators/Site Administration from local CDF Freedom Schools sites.
- Serve as an extension of the CDF Freedom Schools national staff and an advocate for the Leave No Child Behind movement and the USDA Summer Food Service Program.
- Ensure the appropriate use and fidelity of the CDF Freedom Schools model curriculum in alignment with the CDF Freedom Schools standards and expectations.
- Immediately notify the Director of Ella Baker Leadership Development or other CDF Freedom Schools administrators of any CDF Freedom Schools site issues or concerns.
- Uphold the use of the CDF Freedom Schools trademark.
Children’s Defense Fund Freedom Schools® Program

- Respect the CDF Haley Farm space and ensure its upkeep while present.
- Disclose any irregularities, offers for payment, and requests for assistances, etc. to the Director of Ella Baker Leadership Development.
- Refuse any monetary offers for rendering training and/or technical support of any kind.
- Participate in Children's Defense Fund events when necessary.
- Complete other duties assigned as requested by the national CDF Freedom Schools staff.

This position involves some weekend travel and a two-week stay in June 2017 for the CDF Freedom Schools meetings and trainings.

**Qualifications:**
- Matriculate at a college or university OR be a college graduate
- Maintain a minimum GPA of 3.5 or higher or, if a college graduate, be employed full-time
- Acquire three years of experience within the CDF Freedom Schools site
- Demonstrate strong interpersonal skills and commitment to the character, humility, integrity, honesty, and servant leadership ethics of Ella Baker
- Demonstrate an ability to facilitate large group sessions and workshops
- Demonstrate a solid commitment to children’s advocacy and social justice
- Demonstrate an ability to be a critical, analytical and creative thinker
- Exhibit responsible behavior and positive attitude aligned with CDF’s expectations and standards
- Demonstrate an ability to work with the CDF Freedom Schools team in a collaborative manner
- Demonstrate strong written and verbal skills
- Exhibit a commitment to excellence in all areas of work
- Become or provide proof of established voter’s registration
- Authorize CDF to conduct a background check

**Compensation:**
Ella Baker Trainers receive a stipend upon successful completion of service to the CDF Freedom Schools program. To apply for this position, review the Ella Baker Trainer application instructions (available www.childrensdefense.org/programs/freedomschools/ella-baker-trainers.html) for assistance with the 2017 Ella Baker Trainer application packet.

CDF is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, CDF expects that all relationships among persons in the workplace will be business-like and free of bias, prejudice, and harassment.
# 2017 Ella Baker Trainer Application

**DATE OF APPLICATION** ________________________________

## Applicant Information

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**DATE OF BIRTH** ______________________  **AGE** ______________________  **GENDER:**  ___ MALE  ___ FEMALE

**CURRENT ADDRESS** ________________________________

**City** ___________________________  **State** ___________________________  **ZIP** ___________________________

**TELEPHONE NUMBER** ___________________________  **CELL PHONE** ___________________________

**EMAIL ADDRESS(es)** ___________________________

**PERMANENT ADDRESS** ________________________________

**City** ___________________________  **State** ___________________________  **ZIP** ___________________________

**TELEPHONE NUMBER** ___________________________

**ARE YOU A REGISTERED VOTER?**  YES[ ]  NO[ ]  **IN WHAT STATE?** ___________________________

## School Information

**Highest Education Level Achieved:** (check appropriate box)

- [ ] Attending 2-year college
- [ ] Attending 4-year college
- [ ] Graduate of 2-year college
- [ ] Graduate of 4-year College
- [ ] Attending Graduate School
- [ ] Post-Graduate study

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<th>Name and Location</th>
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<th>Major / Subjects of Study</th>
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<td>Other Education</td>
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# Employment Information

**Are you employed by a School District?**  
**Yes** [ ]  **No** [ ]  **In what state?** ____________________________

If Yes, **School District Name** ____________________________  **Position** ____________________________

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# CDF Freedom Schools Experience

**What CDF Freedom Schools Sponsor Organization are you most currently affiliated with?**
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**What is the name of the last CDF Freedom Schools site you worked with?**
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**What were your dates of service and in what capacity did you serve?**
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**Were you ever enrolled in the CDF Freedom Schools program as a student?**  
**Yes** [ ]  **No** [ ]

**Have you served in other roles? (Check all that apply)**
- [ ] Leadership Student (or Jr. Servant Leader)
- [ ] Servant Leader Intern
- [ ] Site Coordinator
- [ ] Project Director
- [ ] Executive Director
- [ ] Other ____________________________

**If Yes indicate the year(s) and the CDF Freedom Schools site(s):**
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1. WHAT ARE YOUR CAREER INTERESTS AND GOALS? YOUR POST-COLLEGE PLANS? HOW WILL CONTINUING TO SERVE AS AN ELLA BAKER TRAINER HELP YOU REACH THESE GOALS?

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2. WHAT DID YOU LEARN FROM YOUR PAST CDF FREEDOM SCHOOLS EXPERIENCES THAT WILL ENABLE YOU TO BE AN ASSET TO THE 2017 ELLA BAKER TRAINER TEAM IF GIVEN THE OPPORTUNITY TO SERVE?

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3. LIST YOUR AREAS OF HIGHEST PROFICIENCY, SPECIAL SKILLS OR OTHER QUALITIES THAT WILL CONTRIBUTE TO YOUR ABILITY TO SERVE AS AN ELLA BAKER TRAINER.

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2017 Ella Baker Trainer Application Short Essays

Please provide short responses to the questions below. Each response should be no more than 4500 words. The selection committee will access your writing ability and thoroughness of content. Responses should be typed and double spaced.

Experience/Background/Understanding
1. Explain, in great detail, how the CDF Freedom Schools program helps to fulfill the mission of the Children’s Defense Fund?

2. Describe your understanding of the Ella Baker Trainer position and its significance to the national CDF Freedom Schools program?

Commitment/Dedication
3. Why do you want to dedicate your time to and serve in the CDF Freedom Schools program as an Ella Baker Trainer?

4. Describe your work experiences and how you think they have prepared you for Ella Baker Trainer position.

Knowledge/Ability
5. Describe your group work style? How have these styles been effective or ineffective for you in previous roles? Explain.

6. Describe your most recent role within the CDF Freedom Schools® Program. What would you say has been your strongest skill set when fulfilling this roll? How have you worked to strengthen this skill set? How do you foresee this skill set being useful if afforded the opportunity to serve as a 2017 Ella Baker Trainer?

Enthusiasm/Contribution
7. What excites you about this service opportunity? How do you hope to translate your excitement and energy during the 2017 service year if granted a position?

8. When speaking with potential partners and/or community members, how do you describe the CDF Freedom Schools program and your role as a Servant Leader Intern or Site Coordinator?

Servant Leadership
9. How do you define servant leadership and how do you see yourself as a servant leader in the CDF Freedom Schools program and the larger community?

10. Describe your strategy for “getting the job done” with integrity, honesty, fidelity, respect and accountability?

Impact and Change
11. Briefly discuss a current issue impacting your local community/the nation. How would serving as an Ella Baker Trainer help to bring resolution to the issue? Discuss any efforts you’ve been engaged in and executed towards supporting this specific issue/cause.

12. What level of impact do you hope to have while serving in this position? How is it connected to the larger impact you hope to see through the program model?
Reflection and Growth

13. What were your personal service goals for your most recent role within the CDF Freedom Schools® Program? Did you reach your goals? If so, what contributed to your success? If you did not reach your goals, share your reflections on what most significantly contributed to this, and what you plan to do in the future to address those areas?

14. If offered a position, what is your vision for the Ella Baker Trainer team and the overall CDF Freedom Schools program?


The servant-leader is servant first... It begins with the natural feeling that one wants to serve, to serve first. Then conscious choice brings one to aspire to lead. He or she is sharply different from the person who is leader first, perhaps because of the need to assuage an unusual power drive or to acquire material possessions. For such it will be a later choice to serve – after leadership is established. The leader-first and the servant-first are two extreme types. Between them there are shadings and blends that are part of the infinite variety of human nature.

The difference manifest itself in the care taken by the servant-first to make sure that other people’s highest priority needs are being served. The best test, and difficult to administer, is: do those served grow as persons; do they, while being served, become healthier, wiser, freer, more autonomous, more likely themselves to become servants? And, what is the effect on the least privileged in society; will they benefit, or, at least, will they not be further deprived?
- Robert Greenleaf

“I have always thought what is needed is the development of people who are interested not in being leaders as much as in developing leadership in others.”
- Ella J. Baker

Closing Question

16. What additional important issues or reflective topics have not been covered throughout the application process that you would like to share with the selection committee to aid in their decision?
NOTICE REGARDING BACKGROUND INVESTIGATION

Children's Defense Fund ("the Company" or "Employer") may obtain information about you from a consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with employers and/or associates. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for employment is an investigation into your education and/or employment history conducted by Employment Background Investigations, Inc. (EBI), P.O. Box 629, Owings Mills, MD 21117, 1-800-324-7700. These reports may be obtained at any time after receipt of your authorization and, if you are hired, throughout your employment. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report and a Summary of Your Rights Under the Fair Credit Reporting Act. The scope of this notice and authorization is all-encompassing, however, allowing Employer to obtain from EBI all manner of consumer reports and investigative consumer reports now and, if you are hired, throughout the course of your employment to the extent permitted by law. As a result, you should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

New York applicants or employees only: You have the right to inspect and receive a copy of any investigative consumer report requested by Employer by contacting the consumer reporting agency identified above directly.

California applicants or employees only: By signing below you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report or consumer credit report if one is obtained by the Company at no charge whenever you have a right to receive such a copy under California law.

NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW

Employer (the "Company") intends to obtain information about you from an investigative consumer reporting agency and/or a consumer credit reporting agency for employment purposes. Thus, you can expect to be the subject of "investigative consumer reports" and "consumer credit reports" obtained for employment purposes. Such reports may include information about your character, general reputation, personal characteristics and mode of living. With respect to any investigative consumer report from an investigative consumer reporting agency ("ICRA"), the Company may conduct the investigation in your employment application and other background information about you, including but not limited to obtaining a criminal record report, verifying references, work history, your social security number, your educational achievements, licensure, and certifications, your driving record, and other information about you, and interviewing people who are knowledgeable about you. The results of this report may be used as a factor in making employment decisions. The source of any investigative consumer report (as that term is defined under California law) will be Employment Background Investigations, Inc., P.O. Box 629, Owings Mills, MD 21117, 1-800-324-7700. The source of any credit report will be TransUnion P.O. Box 1000, Chester, PA 19022, 1-800-888-4213.

The Company agrees to provide you with a copy of an investigative consumer report when required to do so under California law.

Under California Civil Code section 1786.22, you are entitled to find out from an ICRA what is in the ICRA's file on you with proper identification, as follows:

1. In person, by visual inspection of your file during normal business hours and on reasonable notice. You also may request a copy of the information in person. The ICRA may not charge you more than the actual copying costs for providing you with a copy of your file.

2. By requesting a copy to be sent to a specified addressee by certified mail. ICRA's complying with requests for certified mailings shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the ICRA's.

'Proper identification' includes documents such as a valid driver's license, social security account number, military identification card, and credit cards. Only if you cannot identify yourself with such information may the ICRA require additional information concerning your employment and personal or family history in order to verify your identity.

The ICRA will provide trained personnel to explain any information furnished to you and will provide a written explanation of any coded information contained in files maintained on you. This written explanation will be provided whenever a file is provided to you for visual inspection.

You may be accompanied by one other person of your choosing, who must furnish reasonable identification. An ICRA may require you to furnish a written statement granting permission to the ICRA to discuss your file in such person's presence.

TO BE COMPLETED BY APPLICANT

The Following Information Is True And Correct To The Best Of My Knowledge And Will Be Used For Background Screening Purposes Only. Please Use an Ink Pen and Print Clearly. Use "UPPER CASE" Letters. One Letter Per Block.

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<th>Other Last Names Used</th>
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<th>Date of Birth (mm/dd/yyyy)</th>
<th>Social Security No.</th>
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Applicant Signature: ___________________________ Date: ___________________________