

Maryland Leadership Workshops
New Staff Application
Summer Programs 2012

APPLICATION MUST BE SUBMITTED BY February 15, 2012.

Return to:

DaShawn Murry, MLW Staff Director

apply@mlw.org

or mail a hard copy to:

P.O. Box 83846

Gaithersburg, MD 20883

(Please type or write legibly)

Name: _____ Age _____

Current Address: _____

Current Email Address: _____

Current Phone Number: _____

Address During Summer 2011: _____

Summer Email Address (if different than above): _____

Summer Phone Number: _____

T-Shirt size: _____

Assignment Preference¹:

- _____ Middle School Experience in Leadership
- _____ Senior High Workshop
- _____ No Preference

a) Please indicate why you made the above assignment preference.

b) Please attach a list or a resume (not to exceed 1 page) that includes your most significant extracurricular involvements, honors, work experience, and volunteer experience. Place a star next to experiences that include leadership training, working with middle or high school students, and/or mentor/mentee relationships.

¹ Final staffing decisions are based on the program needs. Applicants' staffing preferences will be considered but may not be able to be accommodated.

NOTE: For the remainder of the application, each answer should not exceed two paragraphs.

For all applicants:

- a) What does leadership mean to you?
- b) What would be some of your goals as a staff member?
- c) What are two (2) strengths you possess and two (2) areas for growth/weaknesses? Please explain why you choose them and include examples of instances where your strength helped or where your weakness hindered.
- d) Please review the list of mandatory staff days attached and check for any conflicts with your schedule. Staffing MLW requires a significant time commitment outside of this scheduled training. Other than MLW, what are your commitments for the summer?

For applicants who have attended an MLW program only:

- a) Please indicate previously attended MLW programs (MSEL, SHW, or ALS), the year you attended, and your group or group leaders.
- b) Cite specific examples of how your experiences at MLW have helped you in your activities/interactions outside of MLW.
- c) What feedback can you offer to the program to improve delegates' MLW experience?

For applicants who have not attended an MLW program only:

- a) How did you hear about MLW?
- b) What interests you about MLW?
- c) Tell us more about yourself. Why would you be an effective staff member?
- d) Cite specific examples of how your leadership development experiences have influenced you in your activities and/or interactions.

Letter of Recommendation

One letter of recommendation is **required**. We suggest **that the letter be submitted by a teacher, mentor, or employer**. Letters of recommendation should focus on your leadership experience, work experience (if applicable), ability to work with others, personal characteristics, strengths and areas for growth. **Note: It is not advised that another applicant write a recommendation for you.**

REMEMBER that your application will not be considered complete until the letter of recommendation has been received. These letters must be in a sealed envelope and must have the writer's signature across the flap. **Please note that it is your responsibility to make sure that the letter of recommendation is sent by the application date. Letters of recommendation must be postmarked by February 15, 2012!**

Application Process is as Follows

- 1st – Please take time to fill out all questions on the application, and provide recommendations. (Remember: they need to be postmarked by **February 15**.)
- 2nd – We will then process your application and you will be contacted for a phone interview.
- 3rd – From the phone interviews, we will select those who will advance for a face-to-face interview.
- 4th – After the in person interview, you will be notified by mail if you have been accepted to staff.
- 5th – You will be asked to contact the director for that program to confirm your desire to staff.

Personal Interviews

Those applicants **who are asked to** participate in a personal interview will meet with various representatives of MLW over the weekend of Saturday, March 10 and Sunday, March 11. Please indicate your preference of interview date and time (either morning or afternoon):

Choice one: Date: _____

Time: _____

Choice two: Date: _____

Time: _____

IMPORTANT: Please arrive 15 minutes before your designated time (which will be emailed to you). If you are running late for an interview please call **no later than 10 minutes** before your scheduled time. Unexcused lateness will **not** be tolerated. If you cannot make your scheduled time or no longer want to participate in our interview process, please call or email the Staff Director no later 24 hours before your interview.

Facilitation

For the day of your interview, please be prepared to **facilitate a 5-minute workshop** about a topic of your choosing. The MLW staff members interviewing you will serve as your group. Please come prepared with the supplies that your workshop requires. Some suggestions for possible topics to help your creative process are listed below, **but you are not limited to these topics**. Feel free to be creative.

- ❖ A presentation on a personal interest or hobby you have
- ❖ How to save the world!
- ❖ What is Leadership?

Important Dates for This Summer²:

Saturday, May 12 – New Staff Day/Returning Staff Day (MSEL/SHW)

Sunday, May 20 - Staff Day 1

Friday, June 1 - Sunday, June 3 - Staff Training Weekend

Saturday, June 16 - Staff Day 2

Saturday, July 7 – Staff Day 3 and Visual Making Party

Sunday, July 8 - Dry Runs

July 13-21 - ALS/MSEL Onsite

July 21-July 28 - SHW Onsite

TND

End of Year Party

Thank you for applying. We look forward to reviewing your application.

² Your attendance is mandatory at every training session. MLW needs to be the top priority in your busy schedule this summer. If you have any conflicts, please note the question under “For all Applicants”, letter (d) and identify the conflict(s) and the nature of the conflict(s) in a separate written document.