



## SUPPORT STAFF APPLICATION

We are now accepting Support Staff applications for our July 2021 session. Support will report to camp on July 26, 2021 and campers will arrive July 28, 2021. This will be a four day camp session ending on August 1st, 2021. **Completed applications are due June 4th, 2021.** Due to the competitive nature of this program, we cannot guarantee that any late submissions will be considered or that everyone who applies will be accepted. Thank you for your understanding and support of Swift Youth Foundation.

Dear Prospective Support Staff,

Swift Youth Foundation has a dual mission to provide youth who are economically disadvantaged with the opportunity to attend overnight camp while providing teens with the meaningful experience of being a positive role model and mentor for kids. We're excited that you're interested in applying to be Support Staff at Camp Swift this summer! This first portion of the application will help you decide if applying to be a staff member at Camp Swift is right for you – we hope it is, but if it is not, or you can't fulfill one of the commitments outlined in this section, we hope you'll consider volunteering at our after-school or weekend programs throughout the year, which can be attended on a drop-in basis. You can find more information on these programs on our website at [www.swiftyouth.org](http://www.swiftyouth.org)

As always, please feel free to reach out to me at any time with any questions. I can be reached by email at [hannah@swiftyouth.org](mailto:hannah@swiftyouth.org) or by phone at (480) 443-5645. We look forward to another great summer at Camp Swift!

Take Care,

Hannah Dowd  
Program Specialist  
Swift Youth Foundation

Attached to the bottom of this form you will find Administrative Support Staff applications. If you are interested in applying please do so, if not please disregard.

**APPLICATION REVIEW PROCESS**

We strive to provide the most impactful experience possible for everyone involved in Camp Swift, and we, therefore, uphold a merit-based application process to select our Camp Swift staff. We have worked hard to ensure that this process will be as objective as possible. We will have a committee made up of Swift Youth Foundation staff, board members, and experienced volunteers who will all be involved in the application review process. In order to be as transparent as possible, we are sharing with you the rubric the team will be using to score each application. Each person on the committee will be reviewing each application, and scores from each reviewer will be averaged for a final score. The applicants with the highest scores off of this rubric will be accepted. Because we split our cabins by gender and therefore need a specific number of female counselors and a specific number of male counselors, female and male applicants will be scored separately.

Section	Description	Points	Additional Information
Applicable Experience	Time spent working with kids in an applicable setting (i.e. camps, babysitting, etc.)	20	<u>Little to no experience</u> - 0-5 points <u>Some experience</u> - 6-15 points <u>Extensive experience</u> - 16-20 points <u>Swift-specific experience</u> - 10 bonus points
Camper Reliability	Shows ability to be a quality role model.	15	<u>Minimally Proficient</u> - 0-5 points <u>Proficient</u> - 6-10 points <u>Exceptionally proficient</u> - 11-15 points
Problem Solving Skills	Shows ability to solve problems effectively.	15	<u>Minimally Proficient</u> - 0-5 points <u>Proficient</u> - 6-10 points <u>Exceptionally proficient</u> - 11-15 points
Responsibility	Demonstrate ability to step up to the role of staff and make responsible decisions.	15	<u>Minimally Proficient</u> - 0-5 points <u>Proficient</u> - 6-10 points <u>Exceptionally proficient</u> - 11-15 points
Working with Co-Counselors	Demonstrates abilities of teamwork and communication.	15	<u>Minimally Proficient</u> - 0-5 points <u>Proficient</u> - 6-10 points <u>Exceptionally proficient</u> - 11-15 points

\_\_\_\_\_ Initial you have read and understand the Application Review Process

**PERSONAL INFORMATION**

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Gender: \_\_\_\_\_

Ethnicity: \_\_\_\_\_

Birthdate (Month/Day/Year): \_\_\_\_\_

T-Shirt Size: \_\_\_\_\_

Occupation if applicable: \_\_\_\_\_

Year in school if applicable: \_\_\_\_\_

University or college: \_\_\_\_\_

## REFERENCES AND INVOLVEMENT

ALL applicants must provide two personal reference letters with their application. **\*Please note that the deadline for references to submit the reference form is June 4th, 2021**, so you may want to contact them to let them know you listed them as a reference and the due date of the letter. If you'd like to submit your letters of reference with your application please feel free to do so. We will no longer be reaching out to references for you so they will have to email the letter directly to you or [hannah@swiftyouth.org](mailto:hannah@swiftyouth.org)

Reference #1 Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship: \_\_\_\_\_

Reference #2 Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone number: \_\_\_\_\_

Relationship: \_\_\_\_\_



How many sessions of Camp Swift have you been to as a counselor/staff? (Only include summer camp sessions.)

---

---

Have you volunteered at one or more of Swift's other programs this year? Please select the program(s) you attended or plan to attend.

- Team Swift                      Holiday Party                      Carnival                      Swift After School
- Swift Saturday Fundraiser                      Club Swift

Other Swift-related involvement (school club, hosted fundraising drive for Swift, etc.)

None - Camp Swift is the only Swift Youth Foundation program I am interested in volunteering at

Do you have any experience working with children outside of volunteering with Swift Youth Foundation? Please list your experience here. If you do not have any other experience working with children please tell us what leadership qualities you possess that will enable you to be successful as a counselor at Camp Swift.

---

---

---

---

---

---

---

---

We require that all staff have a valid CPR certification. Are you CPR certified?  
Yes    -    Not Yet

Are you a certified lifeguard? (Not required)    Yes                      -                      No

Can you speak Spanish? (Not required)                      Yes                      -                      No

**SHORT ANSWERS**

Please answer the following questions to the best of your ability. When responding to these questions please keep in mind that we're looking to measure your skills in the following areas: Camper Relatability, Problem Solving Skills, Responsibility, and Teamwork. Please limit responses to no more than **250 words** each.

1. A camper has been quiet all day, you know they were experiencing homesickness the day before, and now are crying and not participating in an activity. What are three strategies you could try to engage the camper?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

2. Keeping the previous scenario in mind, if you and your co-staff member disagree on how to handle the homesick camper issue, how would you approach the situation?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

3. You see that a counselor is struggling with language and behavior, what do you do?

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

This Release and Waiver of Liability (“Release”), signed on \_\_\_\_\_ (date) by

\_\_\_\_\_ (name of volunteer) (“Volunteer”) releases Swift Youth Foundation, (“Swift”), a nonprofit corporation organized and existing under the laws of the State of Arizona and each of its directors, officers, employees, and agents, from liability as set forth below. I desire to provide services for Swift Youth Foundation as a volunteer, and to engage in activities related to serving as a volunteer. I understand that the scope of my relationship with Swift is limited to a volunteer position and that no compensation is expected in return for services provided by me; that Swift will not provide any benefits traditionally associated with employment; and that I am solely responsible for my own insurance coverage in the event of personal injury or illness as a result of my services to Swift. I further agree specifically as follows:

1. **Waiver and Release:** I waive and forever release and discharge Swift, its officers, directors, employees, successors and assigns, from and against any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, arising from or in connection with my attendance at, or participation in, Swift’s camping and related programs, including without limitation any such liability, claims and demands arising from the negligent acts or omissions of Swift or its officers, directors and paid staff. I understand and acknowledge that this Release discharges Swift from any liability or claim that I may have against Swift with respect to bodily injury, personal injury, illness, death, or property damage in connection with the services provided by me or occurring while those services are being provided.
2. **Insurance:** I understand that Swift does not assume any responsibility for or obligation to provide me with financial or other assistance, including but not limited to medical, health, or disability benefits or insurance. I expressly waive any such claim for compensation or liability on the part of Swift beyond what may be offered without obligation by Swift in the event of injury or medical expenses incurred by me.
3. **Medical Treatment:** I hereby Release and forever discharge Swift from any claim whatsoever which arises or may hereafter arise on account of any first-aid treatment or other medical services rendered in connection with an emergency during my tenure as a volunteer with Swift.
4. **Assumption of Risk:** I understand that, in connection with my services as a volunteer, I may participate in activities that are or may be hazardous to me including, but not limited to camp activities as listed on Swift’s camp website (such as ropes courses, climbing wall, canoeing, swimming, hiking, sports of all kinds, etc.). I understand that these activities may expose me to greater than normal risk due to the characteristics of the activity and uncontrollable nature of surrounding elements. These risks may include equipment malfunction, loss of control, collisions, obstacles, variation of terrain and unexpected actions by animals or by other people. I understand that campers may act in a negligent manner that can contribute to injury of themselves or others, such as failing to maintain control, not acting within their abilities or not following rules and instructions. These risks can result in injury or death and damage to property. I acknowledge and state that I accept and assume these risks and dangers and assume full responsibility for my safety and well-being while I am participating in such activities.
5. **Photographic Release:** I grant and convey to Swift all right, title, and interests in any and all photographs, images, video, or audio recordings of me or my likeness or voice made





by Swift in connection with my attendance at Swift events or my volunteer services to Swift.

6. Legal: I expressly agree that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Arizona and that this Release shall be governed by and interpreted in accordance with the laws of the State of Arizona. I agree that in the event that any clause or provision of this Release is deemed invalid, the enforceability of the remaining provisions of this Release shall not be affected.

By signing below, I express my understanding and intent to enter into this Release and Waiver of Liability willingly and voluntarily.

Name of Volunteer (Printed): \_\_\_\_\_

Name of Volunteer (Signed): \_\_\_\_\_

**Emergency Contact**

Emergency Contact #1 Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

Emergency contact #2 if #1 is not reachable

Emergency Contact #1 Name: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

**Health Form**

Name: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Gender: \_\_\_\_\_ Best Phone: \_\_\_\_\_

Name of insurance company, policy number, & phone number or AHCCSS I.D. number (If none, write "NONE"):

---

---

---

Do you have any medical conditions that the staff should know about?

(Circle one) YES - NO If yes, please explain:

---

---

---

Have you had any operations or surgeries that the staff should know about?

(Circle one) YES - NO If yes, please explain:

---

---

---

Have you had any serious injuries that the staff should know about?

(Circle one) YES - NO If yes, please explain:

---

---

---

Are you allergic to anything? I.e. bees/wasps, food (milk, nuts, etc.), pollen/dust, medication (penicillin, etc.) Please list all allergies:

---

---

---

What is the type of reaction and treatment:

---

---

---

Do you have an epipen: (Circle one) YES - NO

Do you have any physical restrictions (for example, can't run or get tired easily) or any other condition (such as sleepwalking or bed wetting) that the staff should know about?

(Circle one)      YES      -      NO      If yes, please explain:

---



---



---

Have you had any of the following? (Circle all that apply)

Heart Trouble	ADHD/ADD	Fainting	Diabetes
Tuberculosis	Kidney Trouble	Frequent Sore Throat	Bronchitis
Asthma	Athlete's Foot	Rheumatic Fever	Frequent Stomach Aches
Headaches	Seasonal	Allergies	Ear Problems
Constipation	Other: _____		

Please provide an explanation for anything circled above:

---



---



---

Do you experience or have any history of mental health concerns, such as anxiety, depression, etc. if so please explain?:

---



---



---

Do you take and/or need any medication (over the counter or prescription)?:

(Circle one)      YES      -      NO

\*All medication must be in its original container with the child's name on it.\*

\*All prescription medications must include current and legible prescription labels.\*

NAME:	DOSE:	TIMES TAKEN:	REASON:




## **COVID-19 RELEASE AND WAIVER OF CLAIMS ADDENDUM**

Program Participants and Volunteers/Parents of Participants and Volunteers Under 18 Years of Age Swift Youth Foundation places a top priority on the safety and wellness of our staff, volunteers and the children we serve. The novel coronavirus, COVID-19, is extremely contagious and spread mainly through person-to-person contact, surfaces and/or airborne particles. Although the policy of Swift Youth Foundation is to follow public health and safety protocols, and thereby minimize the risk that our staff, volunteers and the children we serve will contract COVID-19, the procedures put in place by Swift Youth Foundation will not completely eliminate any individual's risk of exposure to or contracting, COVID-19. The undersigned therefore agrees, personally, or on behalf of a minor participant or volunteer, in consideration of the services and programs provided by Swift Youth Foundation, as follows:

Although the risk of exposure to COVID-19 in Arizona is reported to be decreasing along with wider access to vaccines, I recognize and understand that there is still risk associated with participation in in-person activities hosted by Swift Youth Foundation, including activities in conjunction with community partners and venues. I understand that the risk of becoming exposed to or infected by COVID-19 from other individuals, surfaces and/or airborne particles during Swift Youth Foundation programs may result from the actions, omissions, or negligence of myself and others, including, but not limited to social interaction and contact with personal relationships such as family members, neighbors, business associates or Swift Youth Foundation employees, volunteers and other program participants and their families. I further acknowledge and understand the health risks and dangers associated with the transmission of the COVID-19 virus, and other communicable diseases, and recognize that exposure to the COVID-19 virus, or other communicable diseases, could occur in the course of participation in Swift Youth Foundation hosted programs. By signing this document, I am voluntarily waiving, releasing, indemnifying and discharging Swift Youth Foundation and its Board of Directors, Officers, Employees and Volunteers from any and all claims, liability, damages and perceived claims (including collective claims), of any sort, known or unknown, arising from or associated with exposure to, or transmissions of, the COVID-19 virus (including any variant or related strain) or any other communicable disease.

I further promise not to sue Swift Youth Foundation or its Board of Directors, Officers, Employees and Volunteers, for any illness, injury, death or other damages arising out of or



related to COVID-19, (including without limitation any variant or related strain) or any other communicable disease, and agree to indemnify and hold them harmless from any and all damages during or after participation in Swift Youth Foundation programs.

I understand my right to seek advice from legal counsel before signing this Release and Waiver. If I am signing as a parent or guardian, I represent that I have full authority to sign on behalf of my child(ren) and that my signature binds each other person having authority to make decisions on behalf of the child(ren).

PRINT NAME OF PARTICIPANT OR  
VOLUNTEER: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## **Camp Swift: Director of Fun**

Job Title: Director of Fun

Purpose of Position: To support Camp Swift by volunteering your time to be the Director of Fun, who enables and inspires all to have fun at Camp Swift.

Location: Camp Swift

Responsibilities and Duties:

1. Have a positive, "can-do" attitude
2. Report to the Director of Logistics and work closely with the Special Programs Director
3. Understand and help facilitate the timing and execution of all Camp Swift task
4. Works with Special Programs Director and Director of Logistics to ensure programs are exciting, engaging, and meeting our programming goals.
5. Promotes an environment for teen counselors and youth participants to have a positive experience.
6. Coordinates special activities, treats, etc. after hours for counselors and staff.
7. Oversees execution of night programs working closely with the Special Programs Director and the Director of Fun
8. Contribute to a safe and inclusive environment where all feel welcome

Length of position: Full Camp Swift session

Time Commitment: Must be able to commit to a full session of Camp Swift. Additional time before camp will be necessary for training and planning.

Qualifications:

1. Prior Swift or camp counselor experience (Support Staff experience preferred)
2. Knowledgeable about Camp Swift activities, procedures, and policies
3. Be friendly and willing to work with staff, volunteers, and youth participants
4. Willing to be trained and guided on how to be a quality leader at Camp Swift

Expectations:

1. Unit Heads will meet with Swift staff during Camp Swift orientation. Planning meetings will be schedule prior to orientation, either in person or electronically, to discuss job responsibilities, expectations and start the training process.
2. Unit Heads can expect to be supported, trained, and mentored by Swift staff
3. Unit Heads are always expected to act appropriately. This includes use of suitable language, conversation topics, and activities that are age appropriate for our teen volunteers and youth participants.
4. Professional and appropriate clothing and footwear for the camp environment and the activities you will be participating in.

For more information, contact Hannah Dowd at [hannah@swiftyouth.org](mailto:hannah@swiftyouth.org) or 480-443-5645.





## **Camp Swift: Director of Logistics**

Job Title: Director of Logistics

Purpose of Position: To support Camp Swift by volunteering your time to be the Director of Logistics, who directly supervises the Director of Fun and the Director of Special Programs.

Location: Camp Swift

Responsibilities and Duties:

1. Have a positive, "can-do" attitude
2. Report to Swift Paid Staff
3. Understand and help facilitate the timing and execution of all Camp Swift tasks
4. Organizes and delegates execution of "Schlep Runs"
5. Monitor and communicate with kitchen staff for supplies, mealtime readiness, and other needs
6. Monitors daily programs to ensure they have proper supplies and appropriate staffing
7. Meets with Staff Director to create staff schedule
8. Oversees execution of night programs working closely with the Special Programs Director and the Director of Fun
9. Contribute to a safe and inclusive environment where all feel welcome
10. Will work closely with Swift program staff

Length of position: Full Camp Swift session

Time Commitment: Must be able to commit to a full session of Camp Swift. Additional time before camp will be necessary for training and planning.

Qualifications:

1. Prior Swift or camp counselor experience (Support Staff experience preferred)
2. Knowledgeable about Camp Swift activities, procedures, and policies
3. Be friendly and willing to work with staff, volunteers, and youth participants
4. Willing to be trained and guided on how to be a quality leader at Camp Swift

Expectations:

1. Unit Heads will meet with Swift staff during Camp Swift orientation. Planning meetings will be schedule prior to orientation, either in person or electronically, to discuss job responsibilities, expectations and start the training process.
2. Unit Heads can expect to be supported, trained, and mentored by Swift staff
3. Unit Heads are always expected to act appropriately. This includes use of suitable language, conversation topics, and activities that are age appropriate for our teen volunteers and youth participants.
4. Professional and appropriate clothing and footwear for the camp environment and the activities you will be participating in.

For more information, contact Hannah Dowd at [hannah@swiftyouth.org](mailto:hannah@swiftyouth.org) or 480-443-5645.



## **Camp Swift: Director of Special Programs**

Job Title: Special Programs Director

Purpose of Position: To support Camp Swift by volunteering your time to be the Special Programs Director. Special programs refer to any activities that are not normally scheduled and staffed like Art or Sports. Special programs include Golden Broom, Birthday Celebrations, Cabin Time requests, night programs, etc.

Location: Camp Swift

Responsibilities and Duties:

1. Have a positive, "can-do" attitude
2. Report to the Director of Logistics and work closely with the Director of Fun
3. Understand and help facilitate the timing and execution of all Camp Swift tasks
4. Create and facilitate night programs and special programs
5. Ensures night/special programs will run smoothly and with the intended purpose
6. Coordinates Campers Choice
7. Plans and executes fun activities and appreciation events for staff and counselors
8. Contribute to a safe and inclusive environment where all feel welcome
9. Will work closely with Swift staff

Length of position: Full Camp Swift session

Time Commitment: Must be able to commit to a full session of Camp Swift. Additional time before camp will be necessary for training and planning.

Qualifications:

1. Prior Swift or camp counselor experience (Support Staff experience preferred)
2. Knowledgeable about Camp Swift activities, procedures, and policies
3. Be friendly and willing to work with staff, volunteers, and youth participants
4. Willing to be trained and guided on how to be a quality leader at Camp Swift

Expectations:

1. Unit Heads will meet with Swift staff during Camp Swift orientation. Planning meetings will be scheduled prior to orientation, either in person or electronically, to discuss job responsibilities, expectations and start the training process.
2. Unit Heads can expect to be supported, trained, and mentored by Swift staff
3. Unit Heads are always expected to act appropriately. This includes use of suitable language, conversation topics, and activities that are age appropriate for our teen volunteers and youth participants.
4. Professional and appropriate clothing and footwear for the camp environment and the activities you will be participating in.

For more information, contact Hannah Dowd at [hannah@swiftyouth.org](mailto:hannah@swiftyouth.org) or 480-443-5645.



## **Camp Swift: Staff Director**

Job Title: Staff Director

Purpose of Position: To support Camp Swift by volunteering your time to be the leader of the Support Staff (college and adult volunteers) and Unit Heads (who supervise the teen counselors).

Location: Camp Swift

Responsibilities and Duties:

1. Have a positive, "can-do" attitude
2. Lead daily staff meetings (morning and lunch)
3. Oversee Support Staff and assign tasks
4. Foster Support Staff skills and abilities and encourage positive working relationships
5. Meets with Director of Logistics to create staff schedule
6. Monitors daily program rotations and staff assignments
7. Contribute to a safe and inclusive environment where all feel welcome
8. Will work closely with Swift program staff

Length of position: Full Camp Swift session

Time Commitment: Must be able to commit to a full session of Camp Swift. Additional time before camp will be necessary for training and planning.

Qualifications:

1. Prior Swift or camp counselor experience (Support Staff experience preferred)
2. Knowledgeable about Camp Swift activities, procedures, and policies
3. Be friendly and willing to work with staff, volunteers, and youth participants
4. Willing to be trained and guided on how to be a quality leader at Camp Swift

Expectations:

1. Unit Heads will meet with Swift staff during Camp Swift orientation. Planning meetings will be schedule prior to orientation, either in person or electronically, to discuss job responsibilities, expectations and start the training process.
2. Unit Heads can expect to be supported, trained, and mentored by Swift staff
3. Unit Heads are always expected to act appropriately. This includes use of suitable language, conversation topics, and activities that are age appropriate for our teen volunteers and youth participants.
4. Professional and appropriate clothing and footwear for the camp environment and the activities you will be participating in.

For more information, contact Hannah Dowd at [hannah@swiftyouth.org](mailto:hannah@swiftyouth.org) or 480-443-5645.



## Camp Swift: Unit Head

Job Title: Unit Head

Purpose of Position: To support Camp Swift by volunteering your time to be the Unit Head leading and mentoring a group of high school aged counselors who will be living in cabins with campers.

Location: Camp Swift

Responsibilities and Duties:

1. Have a positive, "can-do" attitude
2. Report to Swift paid staff
3. Responsible for a Unit of 3-5 cabins of campers and their counselors
  - a. Foster counseling skills and abilities and encourage positive co-counselor working relationships
  - b. Facilitate and participates in programs and activities
  - c. Continuously monitors for safety and does nightly bed checks
4. Attend nightly Unit Head meetings with Swift Staff and the Staff Director
5. Lead nightly Unit Meetings with counselors
6. Coordinate with Admin team to address problems or needs of their Unit
7. Be an advocate for counselors and campers to try and make it the best experience possible
8. Understand and help facilitate the timing and execution of all Camp Swift tasks
9. Contribute to a safe and inclusive environment where all feel welcome
10. Lead by example

Length of position: Full Camp Swift session

Time Commitment: Must be able to commit to a full session of Camp Swift. Additional time before camp will be necessary for training and planning.

Qualifications:

1. Prior Swift or camp counselor experience (Support Staff experience preferred)
2. Knowledgeable about Camp Swift activities, procedures, and policies
3. Be friendly and willing to work with staff, volunteers, and youth participants
4. Willing to be trained and guided on how to be a quality leader at Camp Swift

Expectations:

1. Unit Heads will meet with Swift staff during Camp Swift orientation. Planning meetings will be schedule prior to orientation, either in person or electronically, to discuss job responsibilities, expectations and start the training process.
2. Unit Heads can expect to be supported, trained, and mentored by Swift staff
3. Unit Heads are always expected to act appropriately. This includes use of suitable language, conversation topics, and activities that are age appropriate for our teen volunteers and youth participants.
4. Professional and appropriate clothing and footwear for the camp environment and the activities you will be participating in.



### **Camp Swift Admin Application 2021**

To apply for an Admin position, email [hannah@swiftyouth.org](mailto:hannah@swiftyouth.org) with the subject "Admin App" and the answer to these 4 questions, attach resume and 2 letters of recommendation:

1. What position are you applying for?
2. Why do you feel you are a good candidate for the position?
3. What experience do you have that will help you be successful in the position you are applying for?

4. How do you envision yourself working with other admins, staff, and volunteers?