

**The National Conference For
Community and Justice
Of
Metropolitan St. Louis**



2008 Staff Application

4609 Shaw Blvd. Ste. 142
St. Louis, Missouri 63110
Tel (314) 865-3042
Fax (314) 865-3052
Website: www.nccjstl.org,
Email: nccjstl@sbcglobal.net

INFORMATION:

What is the Inclusion Institute for Educators?

The Inclusion Institute for Educators (IIE), a program of The National Conference for Community and Justice of Metropolitan St. Louis (NCCJSTL), is a unique residential program for Adults in the Education Sector. The goal of IIE is to prepare educators to be more effective leaders and change agents, creating more equitable and just Institutions. Educators participate in experiential learning modules and dialogue sessions designed to increase their understanding of how systems of oppression operate relative to human relations and multiple identities and how those systems affect educational systems. Participants will also increase their understanding of their own responsibility to create an educational institution based on inclusion, trust, and mutual respect.

The National Conference for Community and Justice of Metropolitan St. Louis, founded in 1927, as The National Conference of Christians and Jews, is a human relations organization dedicated to fighting bias, bigotry and oppression in the United States. NCCJSTL promotes understanding and respect among all races, religions and cultures through advocacy, conflict resolution and education.

When will this year's Institutes take place?

This year's dates can be found on Part 3 of this application.

Is IIE like other diversity trainings?

No. IIE is more of a personal growth experience than traditional diversity training. This "depth-awareness" training includes theory and oppression concepts, small and large discussion groups, and experiential learning modules on power and privilege relative to issues such as ethnic and racial identity, gender issues, sexual orientation, socio-economic class, age and more.

What do staff members do?

Staff members facilitate experiential exercises and various types of dialogue groups. They work one-on-one with participants, serve as social justice role models, and perform other duties that support the challenging work the participants are engaged in during the Institute. See Part 5 of this application for more detailed staff job descriptions.

Is there training for staff members?

The Inclusion Institute for Educators requires a highly trained staff. To this end, NCCJSTL **REQUIRES** all IIE staff to complete a comprehensive training process. Training takes place over two weekends in the months prior to the Institute (see application for specific training dates for each session). The staff training is not only a vital piece of the IIE staff experience, but is a valuable learning and personal growth experience itself. **ATTENDANCE AT ALL TRAINING SESSIONS IS MANDATORY unless permission is granted by the Program and Co-Director's.** There may be other planning meetings called as needed. The dates of these trainings shall be agreed upon by the entire staff.

Are staff members paid?

IIE staff will be paid a fee (please call Charisse Jackson at the NCCJSTL office for fee amount). Also as part of IIE, staff will receive an invaluable and rewarding opportunity to impact the direction of the Educational Institutions in the St. Louis Region, and training worth over \$1500. All Institute expenses (lodging, food, and mileage) are paid for.

How many participants will be attending?

Approximately 35 participants are expected to attend IIE. Participants are supported throughout the week by 6 staff members, 2 Co-Directors, and the Program Director. A Process Consultant will also work with the IIE staff.

What about the Institute facility, housing and meals?

IIE will be held at Toddhall Retreat Center in Columbia, IL. The accommodations at Toddhall are comfortable and convenient. The grounds include beautiful and inviting places for relaxation and reflection. The rooms are double occupancy. All spaces are air-conditioned, as are all meeting spaces. Meals are served three times a day and snacks, water, and coffee are available throughout the day.

Who can apply to be on staff?

Anti-oppression work from NCCJSTL Institutes or equivalent required. Anyone who has anti-oppression training and/or has been a previous staff/faculty member for NCCJSTL Institutes (Anytown, DRIE, or DRI) may apply to be on staff. NCCJSTL encourages people of all racial, religious, ethnic, gender, sexual orientation, class, cultural, physical ability, and other human identity groups to apply.

How do I apply?

Complete this application. There are 8 sections in this application. Please make sure all sections are completed. If you are younger than 18 years of age, you must have a parent or legal guardian fill out section 3 and sign sections 4 and 8.

Once all sections are complete, make a copy of the application for your own records and return the application to the NCCJSTL office by mail, fax (see below), or by e-mail at charissejackson@sbcglobal.net

NCCJSTL
Inclusion Institute for Educators
4609 Shaw Blvd. Ste. 142
St. Louis, Missouri 63110
Or
Fax it to Fax (314) 865-3052

Application Deadline: February 15, 2008

How will I know if I'm accepted?

You will receive a call from the Co-Directors sometime in late February or early March. You will then receive a confirmation letter and additional information about staff training from the NCCJSTL Program Director. Please call or email Charisse Jackson to make sure that your application has been received.

PLEASE NOTE:

There may be more applications received than there are staff positions available

(Please keep pages 2-3 for your records)

Staff Application: Part 1

INSTRUCTIONS:

- Fill out requested information completely. If you do not know, write “unknown”.

Legal First Name _____ Preferred Name* _____

(If different from legal name/not a nickname)

Last Name _____

**All mail and non-legal documents will use this name unless you request otherwise*

Home Address _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

School/Employer _____

(Please circle School or Employer)

Address _____

City _____ State _____ Zip _____

Work Phone _____ Fax _____

(If applies)

Date of Birth _____ Age _____ Grade _____

SS # _____ Email _____

Which address do you prefer to receive correspondence from NCCJSTL?

Home Employer School

T-Shirt size **(please check one)**

Small Medium Large X-Large XX-Large Other

After IIE, a telephone/address/e-mail list will be distributed to all participants and staff. Please check this if there are parts of your contact information that you want to be left off the roster. (Please list what you would like to appear on the rosters, (staff roster and participant roster) on the lines below.

Personal Information: Part 2

INSTRUCTIONS:

The information in this section is used to ensure that we have as diverse a staff at IIE as possible. Only NCCJSTL staff and Co-Directors will see this information. Please check all boxes that apply.

1) **Gender Identity: Please check all boxes that apply.**

- Woman Transgender Man Other _____

2) **Racial / Ethnic Background: Please check all boxes that apply.**

- American Indian / Native American
 Asian/ Asian American
 Bi-Racial/Multi-Racial (specify) _____
 Black/ African American
 Jewish
 Latino (a)/ Hispanic/ Chicano (a)
 Middle Eastern
 Pacific Islander
 South Asian
 White / European American
 International (Please specify) _____

3) **Please check the one that more closely reflects your current status:**

- Lower/working Class Lower Middle Class Middle Class Upper Middle Class
 Upper Class

Please check the one that more closely reflects your status growing up:

- Lower/working Class Lower Middle Class Middle Class Upper Middle Class
 Upper Class

4) **Sexual Orientation**

- Bi-Sexual Gay Heterosexual Lesbian Queer
 Questioning Other _____

5) **Religious Affiliation**

- Atheist Native American Baha'i New Age
 Buddhism Christian Scientology Nonreligious Secular/Agnostic
 Deity (Deist) Sikhism Eckankar Hinduism
 Taoist Islam Unitarian Universalist
 Judaism Spiritualist Wiccan/Pagan/Druid
 Other _____

6) Please use the following space to tell us any additional information about your identity that you would like to share: (For example physical ability, immigrant status, etc.) _____

Staff Training/Job Descriptions: Part 3

INSTRUCTIONS: Only apply if you can attend all training components. There may be other planning meetings arranged by Program & Co-Directors and agreed upon by entire staff.

**Staff will arrive on-site July 13th by 9:30am*
**Participants will arrive on-site July 13th between 12-1pm.*

TRAINING DATES & Job Descriptions:

Orientation	May 16	5:00 pm - 9:30 pm
Process Training (<i>All NCCJSTL institute staff</i>)	May 17	9:00 am - 9:00 pm
Process Training (<i>All NCCJSTL institute staff</i>)	May 18	9:00 am - 5:00 pm
Facilitation Training (<i>IIE staff</i>)	June 20	5:00 pm - 9:30 pm
Content Training (<i>IIE staff</i>)	June 21	9:00am – 9:00pm
Content Training (<i>IIE staff</i>)	June 22	9:00 am - 5:00 pm

General Staff Responsibilities:

All IIE staff members are responsible for implementing the IIE program in accordance with NCCJSTL guidelines. This includes following the outlined material in the staff manual as directed, supporting participants in their work, promoting a safe and respectful learning environment, serving as social justice role models, offering yourself as a resource, serving on specific staff committees or sub groups, and bringing yourself and your unique background, experiences, ideas, etc. to the program and to the participants. All staff members will facilitate experiential exercises and a variety of small groups i.e. privilege/target, dialogue/ally, large/community, and change agent groups.

Support Staff:

The role of the Support Staff is to be alternates for the General staff in case of unforeseen dropout. Members of The support staff should be ready to step in as general staff and have all training components blocked off on their calendars for attendance.

Staff Questions: Part 4

Please put your answer under the question if doing this electronically. Use an additional sheet if printing this to mail.

1. What anti-oppression training or work have you done? Please list topics, length of training, and presenters if you recall them. Please include previous NCCJSTL Institute experiences (participant with year, staff position with year(s), etc.).
2. Do you have sustained or on-going experience as a presenter/trainer/facilitator/educator for groups? Please describe this work briefly, noting topics, populations trained, size of groups, etc.?
3. What specific qualifications, strengths, or insights would you bring to the staff?

Statement of Philosophy: Part 5

NCCJSTL's Inclusion Institute for Education is guided by the following philosophical principles. Your signature below means that you have read and understand our philosophy and that you can implement the Inclusion Institute for Educators program in accordance with these principles.

1. NCCJSTL's work focuses on all forms of discrimination and oppression. The Inclusion Institute for Educators focuses on the concepts of external and internal manifestations of oppression explored through the oppressions that are based on one's sex, age, sexual orientation, socio-economic class, and race (i.e. sexism, adultism, heterosexism, classism, and racism) and the relationship between these identities and forms of oppression. NCCJSTL believes that there is no hierarchy of oppression; no one oppression or identity is more important than another. No form of oppression can be dismantled until all forms of oppression are dismantled.
2. NCCJSTL believes that in order to promote understanding and respect across groups and to dismantle oppression and promote inclusion, we must acknowledge the dynamics of power and privilege and the role they play in creating attitudes, behavior, and practices that support systems of exclusion and oppression.
3. NCCJSTL believes that all members of society at some time may feel the impact of systemic oppression, overt or covert, intentional or unintentional, conscious or unconscious.
4. NCCJSTL's work is about issues, *not* about guilt or blame.
5. The Institute is for the participants to do their work, not for the staff to do theirs. Administrative team does not usually participate in small groups as this allows the administrative team to have the perspective it needs to assess the process.
6. Staff stays out of participants' process. Try not to offer advice, tell them how it went when you were a participant, or offer the "answer".
7. Identity issues occur on staff and need to be processed. Everyone needs to exercise their authority to speak and be recognized.
8. Upper and middle class, white, able-bodied, heterosexual males are not the enemy. Be aware of the inherent need to have a scapegoat.
9. You do not have to be a member of a targeted or a privileged group to work with that group. You may at times be called upon to work with a group outside your own life experience and we ask that you be aware of how your issues, and/or their issues may show up.

DO NOT SIGN UNLESS FULLY UNDERSTOOD

Applicant Signature

Date

Medical/Emergency/Insurance and Dietary Information: Part 6

You **MUST** notify NCCJSTL if any of the information changes between the time that your application is submitted and the time the Institute begins. Please call NCCJSTL at (314) 865-3042 to make any changes. All medical information is confidential.

Applicant's Name _____

Please list **TWO** emergency contacts:

Name of Person	Relation to Applicant	Telephone Number

Please list all health insurance information. If the applicant has no medical insurance, write "none".

Name of policy holder (if other than applicant): _____

Name of Health Insurance _____ Group # _____

Insurance Address _____

Policy # _____ Family Doctor _____

EMERGENCY RELEASE AGREEMENT

In the event of an accident or illness which requires emergency medical care, I give permission to the attending (licensed) nurse and/or physician to order such medical attention as may be deemed necessary for the health and safety of me / my child (or the person of whom I am legal guardian). The medical information above is complete and accurate to the best of my knowledge.

Applicant Signature _____ Date _____

Consent Form/Waiver: Part 7

INSTRUCTIONS:

Please read and sign.

1. I understand that the Inclusion Institute for Educators is an intensive human relations program that deals with mature subject matters.
2. I understand that Institute participants and staff often find it to be an emotional experience. I assure you that I have no known mental or emotional disorders or sensitivities which would interfere with my participation and to the best of my knowledge; I am capable of handling the subject matter and emotional nature of this program.
3. If my medical information should change prior to the Institute, I will notify NCCJSTL of any new conditions, medications, limitations, etc.
4. I have read and understand all the enclosed documents in this packet.

DO NOT SIGN UNLESS READ AND FULLY UNDERSTOOD

Applicant Signature _____ Date _____

Parent / Guardian Signature _____ Date _____

Application Checklist

Have you completed the following?

Signatures: Signatures will be required on a hard copy upon acceptance if you are submitting this electronically.

Please keep a photocopy of your completed application for your own records! If you are questions about the application or application process, call Charisse Jackson at (314) 865-3042 extension 112.

IMPORTANT NOTE:

There are many factors that will go into the selection of IIE staff. Among them are the identities that you hold, the number of applicants that apply with your same identities, and your experience with anti-oppression work. It is important to remember that many more applications may be received than there are staff positions available.

Please return this application by February 15' 2008

Please email the application if possible to charissejackson@sbcglobal.com

Otherwise fax to (314) 865-3052 or mail to

IIE (staff application)

4609 Shaw Blvd. Ste. 142

St. Louis, MO 63110