



## NAPERVILLE OPERATION SNOWBALL STAFF APPLICATION

**Thank you for applying for Spring 2019 Snowball Staff!** We are excited to welcome you to a new and challenging era of Snowball Staff responsibilities. Staff will now be charged with either leading our small group discussions or providing their facilitation and guidance skills to our weekend workshops. As always, staff is expected to bring strong facilitation skills and positive choices as role models to the weekend in support of our participants. Small Groups and Workshops are places where our participants are encouraged to learn new and sometimes challenging things about themselves, and the staff will be there to support them in that journey of discovery. The Fall 2019 event is scheduled for October 25, 26, & 27.

### Requirements for Staff:

- Must have attended at least one Snowball event
- Must be able to attend weekly training meetings (See attached schedule)
- Must be living a tobacco/vaping, alcohol, and other drugs-free lifestyle
- Must be able to serve as a positive role model representing the Snowball program in school, at the event, and outside of school at all times.
- Must be able to attend the entire event.
- Must be willing to be cell-phone free at the training sessions and at the event!
- Must be able to remain a student in good academic standing at your respective high school.

**To Apply:** Applications are due by Friday, August 16th, and can be turned in by mailing Kate Keir at 360 Youth Services, 1305 W. Oswego Rd., Naperville, IL 60540 or emailing to [KKeir@360youthservices.org](mailto:KKeir@360youthservices.org)

**Staff Interviews:** Your interview will be scheduled after receipt of your application. You can schedule your interview at the planning meeting on Wednesday August 14th, or by calling Kate at 630-447-9276. Interviews will be held at the 360 Youth Services offices located at 1305 W. Oswego Rd., Naperville, IL. Interviews are 15 minutes in length and will be scheduled between 3:45 p.m. & 7:00 p.m. on August 20<sup>th</sup> & 22<sup>nd</sup>, and between 7:30 and 8:30 at the planning meeting on the 21<sup>st</sup>. You will be interviewed by a teen director and an adult.

**Any questions about anything - call Kate☺! 630-447-9276**

Operation Snowball primarily targets substance abuse, and it is required that all teen directors and staff be substance free since the last Snowball event. Adult staff members agree to act as positive role models regarding substances and refrain from behaviors that would put the reputation of Naperville Operation Snowball in jeopardy. Your application and personal interview are based on these criteria, as well as the following leadership qualities. Please keep them in mind as you complete your application, as your responses should reflect these traits.

- Tobacco/vaping, alcohol, and other drugs-free since the last Snowball event
- Demonstrates leadership
- Experience and comfort in working with peers
- Dependability / responsibility
- Maturity
- Sense of humor
- Non-judgmental
- Non-prejudiced
- Responsive to others
- Positive role model
- Good decision-making skills
- Enthusiastic about working with a team of teens and adults
- Enjoys working with people



## SNOWBALL STAFF JOB DESCRIPTION

Thank you for applying to be on staff for the next Snowball. We need you, your talents, enthusiasm, and assistance. In exchange, you will have fun planning this event and will have the satisfaction of knowing you made a direct contribution to the positive (and sometimes life-changing) effect it will have.

### General Job Description:

The staff will work with the teen and adult directors to provide the leadership necessary to plan, facilitate, and evaluate the Snowball event.

### Specific Job Expectations

- All teens are committed to living a tobacco/vaping, alcohol, and drug-free lifestyle. All adult staff members agree that they will act in harmony with their involvement as role models in a drug and alcohol abuse prevention program. All staff will refrain from the use of all illegal /illicit drugs.
- To communicate through words and actions the values important to our “Community of Caring,” i.e., respect, listening, kindness, honesty, etc., while carrying out event responsibilities and representing the Naperville Snow Chapter in the community.

### As a staff member, you will be responsible for:

- Attending all training sessions
- Promote the event and encourage friends to attend
- Plan and prepare for your small group OR **plan and facilitate 2 workshops**
- You and your co-facilitator (“co-fo”) will facilitate a small group OR **workshops** for participants at the event.
- Prepare for and participate in skits preformed on the weekend
- Help where needed at registration & opening games (play the games!)
- Reach out to participants at the event, welcoming them, including them, etc.
- Be watchful of participants at the event needing special attention
- Be a positive role model 😊 **both on and off the weekend!** (Cheerful, smiley, etc.)
- Inform adult directors of any situations needing attention
- Attend the evaluation meeting after the event
- Have fun!!



# SNOWBALL STAFF TRAINING SCHEDULE

(KEEP THIS SHEET FOR YOUR INFORMATION)

**Attendance is expected at staff trainings in order to be well-prepared for a successful event.**

Training meetings are from 7 'til 9p.m. and are held at the Neuqua Valley Gold Campus, Room H128, unless otherwise noted. Teen staff is expected to arrive by 6:30 and stay 'til 9:30 for skit rehearsals before and after the training meetings. Skit rehearsals are extremely important in order to feel confident and well prepared for the weekend

<b>August 28<sup>th</sup></b>	Training and event overview (1 <sup>st</sup> Training Session) (6:30 – 9:00pm)
<b>September 4<sup>th</sup></b>	Meet your co-facilitator- “Art of Snowball” (2 <sup>nd</sup> Training Session) Please read the blue section of your training binder
<b>September 11<sup>th</sup></b>	Teen Staff Only – teens work on teen “stuff”
<b>September 12<sup>th</sup></b>	Adult Staff Only – adults work on adult “stuff”
<b>September 18<sup>th</sup></b>	Expectations & Small Group Facilitation (3 <sup>rd</sup> Training Session) Please read the pink section of your training binder
<b>September 21<sup>st</sup></b>	Staff Development Day
<b>September 25<sup>th</sup></b>	Advanced Group Facilitation Skills (4 <sup>th</sup> Training Session) Please read the green section of your training binder (7:00- 9:30pm, skit practice 6:30 pm)
<b>September 28<sup>th</sup></b>	Skit Practice – All teens (8:00am - 1:00 pm @ NCHS)
<b>October 2<sup>nd</sup></b>	More Advanced Group Facilitation Skills (5 <sup>th</sup> Training Session) 6:30-9:00pm
<b>October 9<sup>th</sup></b>	Wrap Up and Closing Ceremonies (6 <sup>th</sup> Training Session)
<b>October 15<sup>th</sup></b>	Small Group Selection (“Pick Nite”) 7 – 9:30@ NVHS Small Forum
<b>October 16<sup>th</sup> &amp; 17<sup>th</sup></b>	Teens only skit rehearsals (Friday, then Saturday night skits)
<b>October 24<sup>th</sup></b>	Optional trip to CHH to set up for 1 <sup>st</sup> event 3:30 - Meet at Riverbrook Shopping Center parking lot, North Aurora Rd. & Raymond 4:00 - Buses leave promptly for camp 9:30 - Estimated return arrival time
<b>October 25<sup>th</sup>, 26<sup>th</sup> &amp; 27<sup>th</sup></b>	SNOWBALL Event!
<b>November 13<sup>th</sup></b>	Eval meeting - 7-9:30@NVHS Small Forum

Whew!!!!!!!!!!



## SNOWBALL STAFF APPLICATION FORM

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Applicant's Name: \_\_\_\_\_

School: \_\_\_\_\_

Preferred Name: \_\_\_\_\_

Grade: \_\_\_\_\_

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

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

Street

City

/  
State

/  
Zip

Cell #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Have you ever attended a Snowball event: \_\_\_\_\_ yes \_\_\_\_\_ no  
If yes, how many times? \_\_\_\_\_

If selected to serve on Snowball staff, we will be sending a letter home to your parent(s)/guardian(s).

Please print clearly your parent(s)/guardian(s) name and address (if different than that listed above):

\_\_\_\_\_  
Name(s)

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

/  
Zip

\_\_\_\_\_  
Parent Email Address



In order to become more familiar with the qualities and talents you would bring to this program, we ask that you take a few minutes to answer the following questions. Feel free to use the back side, if needed.

1. In what areas have you taken a leadership role among teens?

2. In what group experiences have you participated?

3. What strengths do you have as a role model?

4. What ways do you have room to grow as a role model?

5. After reviewing the job description, do you feel you are better suited to facilitate a Small Group or Mini Workshops, and why?

6. State your position about substance use / abuse. How is your position viewed by others in your school and community?

7. What outside activities do you participate in that might conflict with Snowball meetings?

8. What personal experiences have you had relating to substance abuse (i.e.: self, friends, family, etc.)?

9. In what way(s) has Snowball affected you personally?

**Personal Statement**

Please explain why you wish to apply for staff FOR THIS EVENT. Also – feel free to add any further information you feel would be important in completing this application.

**Interview process:** Interviews are led by the teen and adult directors. Some of the questions we may ask you might deal with problems that might occur during small group or workshops, your ideas for improving staff, your extracurricular involvement, etc. Good luck, and we forward to your interview.

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Please Return This Application  
by Friday, August 16<sup>th</sup> to:

Kate Keir  
360 Youth Services  
1305 W. Oswego Rd.  
Naperville, Illinois 60540  
Or email: [KKeir@360youthservices.org](mailto:KKeir@360youthservices.org)