



Box 90966 • Durham, NC 27708 • Phone 919.660.3542 • Fax 919.660.3528 • www.duyouth.duke.edu

Dear DYA Staff Member,

Greetings from the Duke Youth Academy! I am so glad that you are interested in serving on the DYA staff again this summer. The 2007 program was phenomenal, thanks to a fantastic group of students and staff, and I hope that we can make the 2008 program as wonderful. As you know, it is essential that we have a number of returning staff each year: people who know the ropes, are familiar with the campus, and can help the permanent staff remember all of the details that make DYA run smoothly. As such, I would love it if you would consider applying again for a position on the DYA staff!

Because of the large number of staff applications we receive each year, each prospective staff person, whether new or returning, must apply for a spot on the 2008 staff: no positions will be automatically given or guaranteed. The application process is easier, however, for returning staff, because we already know you! We simply ask that you fill out this update form to let us know what you've been doing since you last worked at DYA, where you think God is leading you, and how you will contribute to the DYA community during the upcoming year.

When we have received all of the update forms and new applications in January and after needed interviews have been conducted, we will prayerfully select the best possible team to serve the students of the 2008 DYA, taking into account a combination of the experience, diversity, and creativity of each applicant and the needs of the community. While all of our applicants will undoubtedly be qualified and incredibly gifted, we will not be able to hire all of you! Thus, this update form will help us to shape the best staff possible to serve the students of the 2008 Duke Youth Academy.

Enclosed in this packet are updated job descriptions for the RA, mentor, and artist positions, as well as the update form. Please pray over these opportunities to serve, and return this completed form by mail, fax, or email by **January 18, 2008** to be considered for the 2008 DYA staff. Staff hiring decisions will be mailed by February 28 so that other summer plans may be made if necessary. If your summer schedule is currently uncertain but you would like to be considered for DYA staff, you should still apply by January 18, and we will discuss scheduling matters as needed.

If you have any questions about this hiring process, the update form or the 2008 DYA, please do not hesitate to contact me by phone (919/660.3542) or email (eschindler@div.duke.edu) at any time. Thank you for your faithful and devoted service to the Duke Youth Academy – the ministry that you provide makes an extraordinary difference in the lives of young people across the nation.

In Christ,

Katherine Hande
Assistant Director



2008 Duke Youth Academy Returning Staff Update Form

PERSONAL INFORMATION

Full Name: _____ Preferred Name: _____
Last First Middle

Age: _____ Date of Birth: ____/____/____ Gender: _____

Ethnicity: _____ Religious Affiliation/Denomination: _____

Duke affiliation, if any (student, alum, DYA alum, spouse, etc.): _____

Current Mailing Address: _____
Street Address Apt. #

City State Zip Code

Permanent Address: _____
Street Address Apt. #

City State Zip Code

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email Address: _____

Present Church Membership: _____
Home Church Name City/State

Special Health or Dietary Needs: _____ T-Shirt Size: _____

EMERGENCY CONTACT INFORMATION

Name: _____ Relation to you: _____

Current Address: _____
Street Address Apt. #

City State Zip Code

Home Phone: _____ Work Phone: _____

Mobile Phone: _____ Email Address: _____

EDUCATIONAL TRAINING

Institution: Degree/Major/Certificate: Dates:

(Attach additional sheets if necessary.)

RECENT WORK HISTORY

Employer: Position: Dates:

(Attach additional sheets if necessary.)

Have you ever been involuntarily discharged from a job? _____ If yes, please explain:

EXPERIENCE WITH YOUTH

Please describe all experience with youth in which you participated as a volunteer or leader, including camps, mission trips, church youth groups, schools, campus ministries, etc:

Type of Experience (camp, youth group, etc.): Role (participant, leader, etc.): Dates:

(Attach additional sheets if necessary.)

DUKE YOUTH ACADEMY EXPERIENCE

In what role(s) and in what year(s) have you served as staff for the DYA? _____

In which position(s) are you interested for employment in 2008? _____

GIFTS, SKILLS, AND TALENTS

Please list your skills, gifts, and talents as related to community life at the Duke Youth Academy. Be sure to list specific skills, such as proficiency in language, arts, teaching, leadership, & music:

Do you play musical instruments? _____ If yes, which one(s)? _____

Do you have interest/proficiency in photography and/or videography? _____

Do you have interest/proficiency in technology/internet/audio-visual work? _____

SHORT-ANSWER QUESTIONS

Please answer **ALL** of the following questions on a separate sheet. Use no more than one or two paragraphs to answer each question.

1. Describe what you have been doing since last employed by the Duke Youth Academy, and how that experience has aided your spiritual and/or educational development and/or maturity.
2. Describe why you want to work for the DYA in 2008 and what you hope to contribute to the community of the Duke Youth Academy, both students and staff.
3. Describe your vocational calling as you currently perceive it.
4. If you could change one thing about your prior DYA experience, what would it be?
5. Describe your summer plans before and after the two weeks of DYA.
6. If you are currently unsure about your summer schedule, please tell us what your conflicts are and when they might be resolved.

PLEASE RETURN THIS COMPLETED FORM BY JANUARY 18, 2008.

2008 Program Dates:

Staff Training: May 16-17, 2008
2008 DYA: July 11-26, 2008

Please return this form to:

Duke Youth Academy
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