



# LIFEWORKS

## General Staff Information (please retain for your records)

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### Introduction

Thank you for your interest in employment with Lifeworks International. As a leader in the field of international travel and community service programs for teenagers, we attribute our continuing success to the quality of our staff and the strong relationships we build in pursuit of our mission. Below you will find more information about us and how you can begin your path towards an exciting and rewarding summer experience.

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### Company Overview

Backed by over 30 years of experience in the field of experiential education, Lifeworks International of Global Expeditions Group offers quality international travel and community service programs for teenagers. Our mission is to provide outstanding service adventure experiences where teen ambassadors actively participate in promoting positive change in their world. We seek to educate, facilitate and inspire the growth and development of both hard and soft skills, thus arming our students with a new set of tools for the future. Please visit [www.lifeworks-international.com](http://www.lifeworks-international.com) for more information on our philosophy and program offerings.

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### Employment Information

Lifeworks is proud to attract and recruit the best in our field. Our summer staff consists of avid world travelers, highly qualified professionals, and fun and experienced facilitators and educators. All members of our team are dynamic, multi-talented and passionate individuals with an unending devotion and commitment to the safety and experience of our students.

The average age of our summer staff is 26. Almost all are 21 years or older, although we would consider a 19+ year-old for a Staff-In-Training (S.I.T.) position if they possess the desired level of qualifications. Most of our staff are U.S. citizens, though a wide range of nationalities are represented every year. We accept applications on a year-round basis but begin our summer hiring process between January and March. Contracts vary in length from 3 to 11 weeks depending on the location(s) assigned. We seek summer staff for the following positions in each of our program locations:

**Site Director** - Manages the overall operation of the program under the guidance of Lifeworks Executive Directors and/or the Lifeworks Director of Operations. Supervises the Operational Staff in country and ensures all program operations are in accordance with the mission, philosophy, spirit, policies and procedures of Lifeworks International. Site Directors also fulfill all of the responsibilities expected of Operational Staff.

**Operational Staff** - Provides direct care and supervision for the students. Works to create and maintain a positive, productive group dynamic. Fills various roles as assigned by the Site Director, Lifeworks Executive Directors and/or the Lifeworks Director of Operations. This may include coordinating and/or leading educational activities, managing logistics and/or serving as language facilitator and translator.

\*The Application for Employment includes an opportunity for you to share what program(s) you feel you are the most qualified to lead. We take this into consideration; however, all staff are hired on the basis that they are willing to lead any program(s) assigned to them. The placement of staff is determined based on the applicant's skills, abilities and Lifeworks staffing needs.\*

\*\*At-Will Employment: Should your application be successful, staff should be aware that employment with Lifeworks is At-Will. The Director reserves the right to dismiss any employee at any time without cause if their participation or influence is, in the Director's judgment, detrimental to the program.

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### Compensation and Benefits

Lifeworks offers compensation packages competitive within our field. Compensation is dependent on many factors including staff qualifications, experience, position and responsibilities, program location and duration. Compensation packages generally include expenses to attend Lifeworks Staff Training, round trip air tickets from a major airport to the program's starting/ending point, staff apparel, room, board, laundry credit and a temporary medical insurance plan. Most staff are afforded the opportunity to join us for multiple summers, and in many cases experience multiple program locations. Please contact our office at 800.808.2115 or +1.941.924.2115 if you have specific questions regarding compensation and benefits.

#### Lifeworks International

[www.lifeworks-international.com](http://www.lifeworks-international.com) | Phone: 800.808.2115 or +1.941.924.2115

Fax: +1.941.924.6075 | E-mail: [info@lifeworks-international.com](mailto:info@lifeworks-international.com) | Mail: PO Box 5517, Sarasota, FL 34277 USA



# LIFEWORKS

## General Staff Information (page 2) (please retain for your records)

### Staff Expectations

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Our professional staff need to be the embodiment of the Lifeworks mission, philosophy, policies and procedures. We place high expectations on our summer staff, thus applicants should consider all of the following before applying.

Our staff must be enthusiastic and young enough at heart - as well as physically, mentally and in all ways able - to work with teenagers 24 hours a day, 7 days a week in an environment that is highly active and adventurous, is physically and mentally demanding and lacks personal privacy, space and time off.

Safety comes first in everything we do at Lifeworks. Staff are expected to create a safe, fun and educational environment for our students, as well as be a positive role model.

As international travel, community service and work with teenagers is in many ways unpredictable, staff need to be able to think on their feet and be flexible enough to handle change and associated challenges.

Although English does not need to be a first language, staff are expected to be fluent.

Staff need to maintain professional conduct and present a professional appearance at all times.

Staff must be available for work through the duration of the program(s). When applicable, staff are required to attend Lifeworks Staff Training, usually held several days before the beginning of our summer. Please visit [www.lifeworks-international.com](http://www.lifeworks-international.com) for our program dates.

All staff are required to be trained in First Aid and CPR. Special consideration is given to applicants with advanced medical training such as Wilderness First Responder or EMT. In most situations, Lifeworks will pay for a highly qualified candidate to become certified upon hire.

We are a strict tobacco, alcohol and drug-free program for our students. As our staff are on duty 24 hours a day, 7 days a week and are models of the behavior we expect from our students, our staff must be able to maintain tobacco, alcohol and drug-free behavior during their contractual periods. On exception, staff are permitted to consume alcohol in moderation during approved times off, but staff must understand these are infrequent exceptions to the rule rather than regular occurrences. All staff agree to random drug testing in the workplace.

Employment is conditional upon successful completion of Lifeworks Staff Training, a passing background check and an acceptable medical history form and/or examination by a licensed physician.

### How To Apply

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If you think you have what it takes, not just the right qualifications but also the right outlook, motivation and commitment to our programs, we'd love to hear from you! Please fill out the Application for Employment section of this pdf, sign, then mail, fax, or scan and e-mail it to us to the contact information found below.

Our employment process is highly competitive. As such, upon receipt of an Application for Employment, Lifeworks is only able to contact potential candidates for interviews.

Lifeworks International

[www.lifeworks-international.com](http://www.lifeworks-international.com) | Phone: 800.808.2115 or +1.941.924.2115

Fax: +1.941.924.6075 | E-mail: [info@lifeworks-international.com](mailto:info@lifeworks-international.com) | Mail: PO Box 5517, Sarasota, FL 34277 USA



# LIFEWORKS

## Application for Employment

Application Date (M/D/Y)

### Contact & Personal Information

Full Legal Name (as it appears on your passport)				Preferred Name	
Birth date (M/D/Y)	Age	Height (ft.)	Weight (lbs.)	Sex <input type="checkbox"/> M <input type="checkbox"/> F	Social Security Number
Current address				Valid through (M/D/Y)	
Permanent address (if different from above)					
Day phone	Evening phone	Cell phone	E-mail		
How did you hear about Lifeworks? (please be specific)					
What program(s) do you feel you are the most qualified to lead and why? (**See "General Staff Information" for details.**)					
<input type="checkbox"/> British Virgin Islands <input type="checkbox"/> Costa Rica <input type="checkbox"/> Galapagos & Ecuador <input type="checkbox"/> China <input type="checkbox"/> Thailand <input type="checkbox"/> India <input type="checkbox"/> Peru					
Have you ever participated in a Lifeworks or similar program? (if yes, please explain)					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Have you ever been arrested, convicted of a crime, or been the defendant in a civil action for intentional tort? (if yes, please explain, including dates and penalties imposed)					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
Do you... Use tobacco products? (if yes, what kind and how much?)	Drink alcohol? (if yes, how much?)	Have tattoos? (if yes, please describe)			
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No			

### Educational Information (Please list up to 3 institutions including any applicable education in areas of outdoor education, travel, service-learning, etc.)

High school, City, State	Dates attended	Degree(s) earned
College, university or graduate school, City, State	Dates attended	Degree(s) earned (include major and minors)
1)		
2)		
3)		
Do you have other educational experience(s), awards, or recognitions we should know about? (please describe)		

### Work History (Please list up to 3 recent and relevant work experiences)

Employer	Supervisor	Phone	Dates of employment	Can we contact?	Please describe your job responsibilities
1)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
2)				<input type="checkbox"/> Yes <input type="checkbox"/> No	
3)				<input type="checkbox"/> Yes <input type="checkbox"/> No	

Please describe your relevant work experience with teenagers, specifically in regards to personal growth and/or group facilitation.

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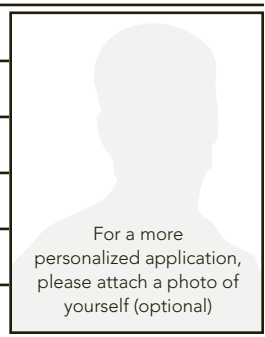
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What makes you interested in a position with Lifeworks, and how do you see working with Lifeworks aligning with your long term goals?

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**Travel and Language Experience** (Please list any international travel and language experience. For level of proficiency: "Basic" means you know a few key phrases, "Good" means you know enough to get by without English in a native speaking country, "Conversational" means you can carry any conversation with only occasional misunderstandings, "Fluent" means you have no trouble speaking, reading, writing, or understanding the language.)

International travel experience(s) including dates and purpose of travel

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Language	Level of proficiency	Could you teach an informal class on it?
1)	<input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Conversational <input type="checkbox"/> Fluent	<input type="checkbox"/> Yes <input type="checkbox"/> No
2)	<input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Conversational <input type="checkbox"/> Fluent	<input type="checkbox"/> Yes <input type="checkbox"/> No
3)	<input type="checkbox"/> Basic <input type="checkbox"/> Good <input type="checkbox"/> Conversational <input type="checkbox"/> Fluent	<input type="checkbox"/> Yes <input type="checkbox"/> No

**Certifications and Training** (Please list any applicable certifications or training. This includes, but is not limited to, First Aid, Wilderness First Responder, EMT, CPR, etc. medical certifications as well as training with wilderness, travel, water, boat, service-learning, group facilitation, etc.)

Certification/training	Certifying/training organization, City, State	Date of expiration
1)		
2)		
3)		
4)		

Do you have any other qualifications, training, or special skills that we should be aware of? (please describe)

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**References** (Please provide three references of non-family members, preferably those who can speak to your work with teenagers)

Name	Relationship	# of years known	Phone	E-mail
1)				
2)				
3)				

**Additional information**

Please indicate any additional information below that you want us to consider upon reviewing your application. Feel free to expand on a separate sheet of paper or to include a resume.

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By signing/typing my name and submitting this application to Lifeworks International, I certify that the above information is complete and accurate. I understand that misrepresenting myself in any way may result in exclusion from further consideration or, if hired, termination of employment. I confirm that I have read the "General Staff Information", understand its contents, and can meet all of the "Staff Expectations". I authorize Lifeworks International to complete a background check including my previous employment performance, educational enrollments, criminal record and/or certifications.

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_