

**Bethel Neighborhood Youth Drop-In Center
APPLICATION FOR PROGRAM DIRECTOR FOR SUMMER 2025**

PERSONAL INFORMATION

Name: _____

Street address: _____

City State Zip: _____

Cell phone: _____

Home phone: _____

Preferred email: _____

Alternate email: _____

Are you a US citizen? _____ If no, do you have authorization to work in the US? _____

Are you available for part-time planning and administrative work Jan-June 2025? On site or online or both?

EDUCATION

1. School attended: _____

Location: _____

Dates attended: _____

Degree received: _____

2. School attended: _____

Location: _____

Dates attended: _____

Degree received: _____

3. School attended: _____

Location: _____

Dates attended: _____

Degree received: _____

Add additional education information as needed.

EMPLOYMENT

- 1. Employer: _____
Location: _____
Your position: _____
Dates employed: _____
Responsibilities: _____

- 2. Employer: _____
Location: _____
Your position: _____
Dates employed: _____
Responsibilities: _____

- 3. Employer: _____
Location: _____
Your position: _____
Dates employed: _____
Responsibilities: _____

Add other employment information as needed.

REFERENCES

- 1. Name of reference: _____
Relationship to you: _____
Mailing address: _____
Cell phone: _____
Email: _____

- 2. Name of reference: _____
Relationship to you: _____
Mailing address: _____
Cell phone: _____
Email: _____

3. Name of reference: _____
Relationship to you: _____
Mailing address: _____
Cell phone: _____
Email: _____

INSTRUCTIONS FOR JOB APPLICATION:

Find the job description and this job application at the Drop-In Center webpage <https://bethelpdx.org/summer-program/>. Submit the completed application, a résumé, and a cover letter by email to ydic@bethelpdx.org. In the cover letter, please address why you are seeking the job of Program Director and explain how your work and volunteer experience have prepared you for such a job.

Applications open December 1, 2024, with a priority deadline of December 31, 2024, and close February 3, 2025, or when the position is filled.

ACKNOWLEDGMENT & AUTHORIZATION

I certify that all my answers are true and complete to the best of my knowledge. I understand that references will be contacted and that a criminal background check will be conducted before employment.

Signature: _____ Date: _____

Bethel Neighborhood Youth Drop-In Center
5658 N Denver Ave
Portland OR 97217
503-285-4919
ydic@bethelpdx.org
<https://bethelpdx.org/summer-program/>