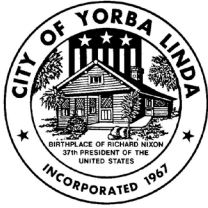


CITY OF YORBA LINDA  
PARKS AND RECREATION DEPARTMENT



# Summer 2019 Volunteer Program Application Packet

In order for your application to be considered, please follow these steps:

1. Review the **Application, Volunteer Contract, and Program Interest Form** with your parent/guardian and return all items together, including appropriate signatures.
2. Complete and sign the application, contract, and program interest form and submit by **Friday, March 22, 2019 at 5:00 p.m.** to the Thomas Lasorda Jr. Field House, 4701 Casa Loma Avenue, Yorba Linda, CA 92886.
3. A **Teacher Recommendation Form** is also included in this packet. This form is to be completed by a teacher from the current school year. Completed Teacher Recommendations can be submitted with the completed application or can be mailed. If mailed, letters must be received by **Friday, April 5, 2019**. Please give teachers the form with plenty of notice and include a stamped envelope addressed as follows:

City of Yorba Linda Parks and Recreation  
Volunteer Program  
4701 Casa Loma Ave  
Yorba Linda, CA 92886

Upon receipt of the above materials, your information will be reviewed, and you will be contacted on or before **Friday, April 12, 2019** regarding a potential interview.

**Group interviews will be held at the Thomas Lasorda Jr. Field House  
on Thursday, April 25<sup>th</sup> from 5:00pm - 7:00pm.**

Thank you for your interest in the City of Yorba Linda's Summer Volunteer Program!  
**Please contact the Thomas Lasorda Jr. Field House at (714) 961-7192 with any questions.**

CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT

## VOLUNTEEN PROGRAM

### PURPOSE:

- To provide a mentorship and leadership training program for Yorba Linda teens ages 14-17 years old interested in enhancing life and work skills and gaining on-the-job training.
- To provide an opportunity for teens to work side by side with the Recreation staff in the City's summer programs and camps. Staff will emphasize leadership development, teamwork, and professionalism.
- To provide an opportunity for teens to be involved in the community and make a difference in recreation programs while earning community service credit.
- To supplement the City staff assigned to various recreational programs and activities.

### PROGRAM DESCRIPTION:

- Volunteens will be assigned to various recreational summer programs and supervised while assisting with the planning and facilitation of daily youth recreational activities.
- Volunteen schedules can be flexible to accommodate busy schedules. Two or three-day work shifts per week or half day shifts can be accommodated on a case by case basis.
- After successful completion of the Volunteen Program, each Volunteen may receive a monetary scholarship based on the number of hours volunteered and quality of work. In addition, volunteens may request letters of recommendation for future employment and/or scholarships.

### SELECTION PROCEDURE:

- Volunteen applications are available at City Hall, the Yorba Linda Community Center, Thomas Lasorda Jr. Field House, Travis Ranch Activity Center, Yorba Linda Public Library, and online at [www.yorbalindaca.gov](http://www.yorbalindaca.gov)
- Volunteens must be between the ages of **14-17 years old** (as of June 14, 2019), no exceptions. Volunteens may not turn 18 years old before August 23, 2019. **Please note, for Adventure Playground: applicants must be a current 9<sup>th</sup> grader (or older) when applying.**
- Yorba Linda residents will be given priority and PYLUSD students will be given second priority.
- Qualified applicants will be invited to participate in a group interview at the Thomas Lasorda Jr. Field House on **Thursday, April 25 from 5:00pm-7:00pm..**
- Volunteens will be selected for their assignments based on their maturity, skill sets, leadership experience, and schedule availability. It is at staff's discretion to place or not place Volunteens in a specific program.

### RESPONSIBILITIES:

- Volunteens must adhere to the rules and behavioral policies outlined in the **Volunteen Contract**.
- Volunteens must attend all mandatory trainings, meetings, and scheduled shifts.
- Volunteens will show respect towards the staff, their peers, and the participants with whom they work.
- Volunteens will participate and complete the tasks assigned to them to the best of their ability.

(over)

CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT

# VOLUNTEEN APPLICATION 2019

NAME: \_\_\_\_\_ AGE As of 6/14/19: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ GUARDIAN NAME & CELL: \_\_\_\_\_

SCHOOL (CURRENT): \_\_\_\_\_ GRADE (CURRENT): \_\_\_\_\_ T-SHIRT SIZE: \_\_\_\_\_

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School activities I have participated in:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other related activities (church, scouts, service clubs, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please describe any other interests or hobbies:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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Have you taken a CPR course?      Yes       No       If yes, when? \_\_\_\_\_

Do you currently have an Advanced Lifesaving Certificate?      Yes       No

If yes, where/when did you obtain the certificate? \_\_\_\_\_

Dates of summer vacations or other activities (sports camps, band practice, etc.)? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please note:** You must list any dates that may conflict with fulfilling your duties as a Volunteer. These dates will be considered when reviewing your application.

(over)

CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT  
**VOLUNTEEN APPLICATION 2019**

1) Have you worked previously as a "Summer Volunteer" or volunteered in any capacity for the City of Yorba Linda or any other city? **YES** or **NO** (please circle one). If yes, when, where, and what were your prior experiences? If no, list any prior volunteer experiences.

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2) State why you would like to become a Volunteer and note your qualifications:

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3) State what you expect to get out of being a Volunteer:

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**Certificate of Applicant:**

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements will subject me to disqualification or dismissal.

\_\_\_\_\_  
*Volunteer Name (print)*

\_\_\_\_\_  
*Volunteer Signature*

\_\_\_\_\_  
*Date*

As the legal guardian of the participant in the Volunteer program, I hereby agree to indemnify and hold harmless the City of Yorba Linda and its officers, agents, or any third parties injured by the participant or any injury in any way arising out of the participant's activities in this program. I also understand that the Recreation Department will not be responsible for the transportation to and from any activities unless specified.

\_\_\_\_\_  
*Parent/Guardian Name (print)*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT

2019 VOLUNTEEN CONTRACT

Please place your initials on the line next to each statement indicating that you have read and agree to adhere to our policies.

As a 2019 Summer Volunteen for the City of Yorba Linda Parks and Recreation Department,

I, \_\_\_\_\_,  
(print name)

\_\_\_\_\_ Will be **punctual** for all programs, special events, and meetings. (If you are unable to attend any mandatory training days for the program for which you wish to volunteer, you may forfeit your position as a Volunteen and may not be eligible to collect any community service hours you may have performed).

\_\_\_\_\_ Will show **respect** towards the staff, my peers, and the participants with whom I work. Inappropriate behavior or offensive language is not to be used at any City activity or event.

\_\_\_\_\_ Will be **dependable** by working all shifts that I am scheduled for and will give 24 hour notice to the Recreation Department if a problem arises which would prevent me from performing my duties.

\_\_\_\_\_ Will **give** the Recreation Department written notice of any vacation plans or reasons for extended absences no later than **Friday, May 24, 2019**.

\_\_\_\_\_ Will **actively** participate and complete the tasks assigned to me to the best of my ability.

\_\_\_\_\_ Will make **efficient** use of my time by seeking out ways in which I may help others after completion of my own responsibilities.

\_\_\_\_\_ Will **dress** appropriately (Volunteen t-shirt and/or other required attire) and maintain a clean appearance.

\_\_\_\_\_ Will **notify** staff should a personal problem cause you to be unable to perform your duties as a Volunteen.

\_\_\_\_\_ Will maintain a positive attitude and remain flexible to change.

**I have read and initialed each item in this contract and agree to adhere to this policy.**

\_\_\_\_\_  
*Volunteen Name (print)*

\_\_\_\_\_  
*Volunteen Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Parent/Guardian Name (print)*

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

**(over)**

CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT

## 2019 VOLUNTEEN CONTRACT

Failure to comply with the Volunteen Contract will result in the following consequences:

**1<sup>st</sup> violation**

Verbal warning and review of contract. Staff will discuss the inappropriate behavior/conduct with the volunteen and review the expectations and responsibilities of their position.

**2<sup>nd</sup> violation**

Staff will make a phone call to parent to discuss inappropriate behavior/conduct and/or failure to meet the expectations and responsibilities of the Volunteen Program.

**3<sup>rd</sup> violation**

Reduction of hours and in office meeting between staff, volunteen, and parent/guardian.

**4<sup>th</sup> violation**

Dismissal of volunteen.

- Violations will be noted on the volunteen's formal evaluation at the end of the summer and may result in a decrease in the scholarship amount received.
- The Recreation Department reserves the right to handle extreme violations of the Volunteen Contract with their own discretion.
- In situations where the volunteen's actions jeopardize the safety of anyone involved in our programs, the volunteen will be immediately dismissed.

I, \_\_\_\_\_, have read the above policies and understand that violation of the Volunteen Contract rules may result in disciplinary action, up to and including my removal from the Volunteen program.

\_\_\_\_\_  
*Volunteen Name (print)*

\_\_\_\_\_  
*Volunteen Signature* *Date*

\_\_\_\_\_  
*Parent/Guardian Name (print)*

\_\_\_\_\_  
*Parent/Guardian Signature* *Date*

CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT

# SUMMER PROGRAM INTEREST FORM

Please indicate which program is your top priority (List 1 being your 1<sup>st</sup> priority, 2 second, 3 third)

## ADVENTURE PLAYGROUND

Work directly with campers in this fun Huck-Finn style park setting! Volunteens will assist campers creatively build forts, hammer, saw, paint, treasure hunt, decipher clues, complete challenges, play games, and swim in the mud pit! Volunteens will work hard, get dirty, and have a great time! Volunteens will work with youth ages 8 -13 years old.

- **June 17 (Training Day)**  
Monday: 9:30am - 2:30pm
- **June 18 - June 20 (Camp set-up)**  
Tuesday - Thursday: 9:30am-2:30pm
- **June 24 - August 2 (No camp July 4)**  
Monday - Friday: 9:30am- 4:30pm
- **August 5 - August 9 (Mighty Tykes AP)**  
Monday - Friday: 9:30am-12:30pm
- **August 5 - August 9 (Camp clean-up)**  
Monday - Friday: 12:30pm-3:30pm
- **August 13- August 16 (Camp clean-up)**  
Monday - Thursday: 9:00am - 3:00pm
- Location: Adventure Playground
- ✓ **15-20 Positions Available**
- ✓ **Previous campers preferred**
- ✓ **Must be able to swim**

Have you been a camper at AP? \_\_\_\_\_

If so, what year(s)? \_\_\_\_\_

Have you been a volunteer at AP? \_\_\_\_\_

If so, what year(s)? \_\_\_\_\_

## SPIKETIME YOUTH VOLLEYBALL

Work directly with City staff in coaching and teaching youth volleyball. Practices will be held twice a week in the evenings with weekly games on Saturday mornings. Volunteens will work with youth ages 8 -12 years old.

- **June 17 (Skills Day)**  
Wednesday 5:00pm - 7pm
- **June 19 - July 31 (Practices)**  
Monday & Wednesday 5:00pm - 8:00pm
- **June 22 - August 3 (Games)**  
Saturdays 8:45am - 11:45am
- ✓ **2-4 Positions Available**
- ✓ **Location: Field House**
- ✓ **Volleyball experience required**

## YOUTH PROGRAMMING

Work with City staff in coaching and teaching youth sports such as futsal (indoor soccer), dodgeball and other sports. In addition, Volunteens will help plan and lead recreational games and activities for Kids Day Out and Water Wednesdays. These programs are designed for participant's ages 4-12 years old.

- **June 14 (Training Day)**  
Friday, 12:00pm - 3:00pm
- **June 17 - July 29**  
Mondays: 12:30pm - 4:00pm
- **June 18 - August 1**  
Tuesdays & Thursdays: 12:30pm - 4:00pm
- **June 19, July 17, & August 7**  
Wednesdays: 11:00am - 4:00pm
- **July 24: 12:30pm-5:30pm**
- *Location: Field House/Hurless Barton Park*
- ✓ **6 Positions Available**

**\*Days, times, locations, and programs are subject to change.**

### 4<sup>th</sup> of July Spectacular - ALL Volunteens

Wednesday, July 4, 2019 from 4:00pm-9:00pm  
Volunteens will assist in children's game areas and will be assigned work shifts between 4:00pm and 9:00pm.



City of Yorba Linda Parks and Recreation Department  
VOLUNTEEN PROGRAM

TEACHER RECOMMENDATION

As a key component in the success of our Summer Volunteen Program, the City of Yorba Linda's Volunteens are expected to be mature, responsible, and reliable individuals capable of working well with others. In order to ensure these qualities, we require each applicant to submit a teacher recommendation, which will be considered when his/her application is reviewed. This evaluation is a confidential document, which will help us determine the individual's strengths and weaknesses. Please be sure to record some of your own personal comments, as this could be a determining factor in whether or not an individual is accepted into our Volunteen program. Your time and thoughts are greatly appreciated. Please contact (714) 961-7192 with any questions.

Student's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_ Subject Taught: \_\_\_\_\_

School Name: \_\_\_\_\_ School Phone Number: \_\_\_\_\_

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

Please rate on a scale of 1 - 5:

1 = Needs Improvement

5 = Excellent

Ability to complete tasks in a timely fashion 1 2 3 4 5

Attitude towards peers and teachers 1 2 3 4 5

Ability to work well with others 1 2 3 4 5

Maturity and recognition of personal responsibilities 1 2 3 4 5

Responds well to direction 1 2 3 4 5

Responds well to discipline 1 2 3 4 5

Is punctual and has a good attendance record 1 2 3 4 5

Maintains a positive attitude 1 2 3 4 5

Overall recommendation: (check one)  RECOMMEND  DO NOT RECOMMEND

Please write a few comments about this student (attach additional page if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations must be received by Friday, April 5, 2019 at 5pm.

City of Yorba Linda Parks and Recreation Department

Attn: Volunteen Program

4845 Casa Loma Ave. Yorba Linda, CA 92886



CITY OF YORBA LINDA PARKS AND RECREATION DEPARTMENT

# VOLUNTEEN PROGRAM

PLEASE KEEP THIS PAGE

## IMPORTANT PRE-PROGRAM DATES

Friday, March 22	Applications due by 5:00pm
On or before April 12:	Notification of Interview invitation
Thursday, April 25:	Group interviews held at Thomas Lasorda Jr. Field House (5:00 - 7:00pm)
Week of April 29:	Notification of Volunteen status (by mail)
Tuesday, May 14	Mandatory Volunteen Parent Meeting at the Yorba Linda Community Center <b>(6:30pm - 7:00pm)</b>
Wednesday, July 4	City's 4 <sup>th</sup> of July Event (Volunteens will be assigned work shifts between 4:00-9:00pm)
Thursday, August 15	Volunteen Recognition Banquet at Yorba Linda Community Center <b>(Formal invitations will be mailed in summer)</b>
Saturday, August 17:	Volunteen excursion to Knott's Berry Farm (12:00pm - 8:00pm)

## PROGRAM SPECIFIC DATES

### **Adventure Playground**

June 17 (Training Day)	Monday: 9:30am - 2:30pm
June 18 - June 20 (Camp set-up)	Tuesday - Thursday: 9:30am-2:30pm
June 24 - August 2 (No camp July 4)	Monday - Friday: 9:30am- 4:30pm
August 5 - August 9 (Mighty Tykes AP)	Monday - Friday: 9:30am-12:30pm
August 5 - August 9 (Camp clean-up)	Monday - Friday: 12:30pm-3:30pm
August 12- August 15 (Camp clean-up)	Monday - Thursday: 9:00am - 3:00pm

### **Summer Youth Programming (Program is held at Field House)**

June 14 (Training Day)	Friday: 12:00pm - 3:00pm
June 17 - July 29	Mondays: 12:30pm - 4:00pm
June 18 - August 1	Tuesdays & Thursdays: 12:30pm - 4:00pm
June 19, July 17, & August 7	Wednesdays: 11:00am - 4:00pm
July 24	Wednesday 12:30pm-5:30pm

### **SPIKETIME Youth Volleyball (Program is held at Field House)**

June 17 (Skills Day)	Wednesday: 5:00pm-7:00pm
June 19 - July 31 (Practice)	Mondays & Wednesdays 5:00pm-8:00pm
June 22 - August 1 (Games)	Saturdays: 8:45am - 11:45am

*\*Dates are subject to change*

**Please save these dates in your calendar.**