

WELCOME TO THE CITY OF MONTEREY

2008 SUMMER VOLUNTEEN PROGRAM

Thank you for your interest in the Summer Volunteen Program. In order for your application to be considered, you need to do the following:

- Read the entire packet carefully! The Information Sheet is very important, and the Volunteen Opportunities descriptions of the assignments contain information about schedule requirements. For some positions, if you cannot meet the commitment requirements you may not be eligible for that position.
- Complete the 5-page application and return it to the Community Resources Coordinator at City Hall Room 3 by 5:00 p.m. on **Monday, April 21, 2008**. Be sure you have completed all of the forms:
 - 2008 Volunteen Application
 - Volunteen Applicant Schedule Information
 - Certification of Applicant & Hold Harmless (needs parent signature)
 - 2008 Summer Volunteen Contract
 - 2008 Teacher Recommendation
 - Photo/Video Release Form
 - Safety Checklist
- In addition to the application, you will be required to review the Volunteen Contract with your parent/guardian and return it to the Community Resources Coordinator with the appropriate signatures.
- Attached to your application is a Teacher Recommendation form. You must give this form to a teacher that you have worked with this year. NOTE: Your application will not be considered, nor will an interview be scheduled until the Teacher Recommendation is received. Your teacher may want to mail the recommendation directly to us. If so, you should provide a stamped, self-addressed envelope. Please ask your teacher to return the form to us as soon as possible or your application will not be considered.

The envelope should read as follows:

Volunteen Program
City of Monterey
City Hall
Monterey, CA 93940

Upon receipt of the above materials, your information will be reviewed, and you will be contacted regarding an interview. If you have questions, please feel free to contact Community Resources Coordinator, Tish Sammon at (831) 646-3719 or email sammon@ci.monterey.ca.us.

Thank you for your interest in the Volunteen Program and good luck!

CITY OF MONTEREY VOLUNTEEN PROGRAM INFORMATION SHEET

ELIGIBILITY: Young people 13-16 years of age

PURPOSES:

- To provide a leadership training program for youth interested in receiving experience with public service.
- To assist staff assigned to various activities.
- To provide a preferred summer activity for teens.
- To provide valuable work experience for young people.

SELECTION PROCEDURE:

- Volunteer applications are available at the Volunteer Services Office, Room 3 City Hall, Monterey. Completed applications will be accepted until Monday, April 21, 2008 or when 50 completed packets have been received, whichever comes first.
- All applicants must be available for all mandatory training sessions.

MANDATORY TO ATTEND:

Applicants must be available to attend interviews, orientation and training sessions. These dates will be set taking many factors into account and cannot be changed to fit individual schedules. Applicants who cannot attend on any of the dates will not be placed in the program. Attendance by parent/guardian or other substitute does not qualify the applicant.

- A practical interview will take place.
- **Mandatory Orientation** at the Monterey Youth Center 777 Pearl St. – this is a very important overview for teens and parents. Date: TBA –Mid-May
- In order to work in a particular program area, teens must also attend specific program training sessions. All dates are not available at this time; however, if the teen cannot attend the training for a particular area, it may be necessary to re-assign the teen to another area.
- TB testing and fingerprinting are required for all volunteers working with children. Details will be provided at the orientation meeting.

WORK SCHEDULES:

- Length of assignment and weekly hours will vary depending on the assignment. Please read the Schedule Information sheet carefully. For positions other than those at the Sports Center, Volunteers are expected to volunteer an average of 10 hours per week for a minimum of six weeks.
- When possible, the teen will be scheduled around identified commitments such as summer school or planned family vacations. The teen's availability may determine the program areas in which he/she will be assigned.

RESPONSIBILITIES:

- Volunteers will be assigned as aides to paid staff and will never work without supervision.
- Volunteers will receive assignments in their area of interest, as indicated on the application, when possible, but the Volunteer must be willing to help where needed.
- Volunteers must inform parents of the details of the program and discuss the hours teens are expected to work.
- Volunteers must wear appropriate attire while on duty.
- Volunteers will be expected to fulfill their commitments. (See "Summer Volunteer Contract.")

RECOGNITION:

- Volunteers will be recognized at a Volunteer Party. Date: TBA - Last week of July
- Volunteer hours may be applied to school community service requirements.

VOLUNTEEN OPPORTUNITIES

Assignment Descriptions and Schedule Information

Recreation Department

Volunteer Recreation Aide: Day Camp Program: (13-16) Under the direct supervision of Day Camp Director or Counselor, Recreation Aides will assist in set-up, preparing of activities and events for children (ages 5-9), including hiking, singing, folk dancing, crafts, snacks and games. Day Camp runs Monday through Friday, 9:00 am to 5:30 pm, June 16-Aug 1. Volunteers must commit to a minimum shift of 4 hours, twice per week for at least 5 of the 7 weeks, and must attend training. Shift times are 8:00 am to 12:30 pm and 12:30 pm to 5:30 pm.

Volunteer Recreation Aide: Playground Program: (13-16) Under direct supervision of the Playground Recreation Leader, Recreation Aides will assist in supervision of children (ages 5-12) during special theme activities as well as traditional playground games, sports, free play, crafts, and singing. The Playground Program runs Monday through Friday, 10:00 am to 5:00 pm June 16-Aug 1. Volunteers must commit to a minimum shift of 4 hours, twice per week for at least 5 of the 7 weeks, and must attend training. Shift times are flexible but must be consistent through the summer.

Camp Lots-O-Tots Program Volunteer: (13-16) Under the direct supervision of preschool staff, Volunteers assist in the daily implementation of program curriculum for children ages 3-5. Activities include arts, crafts, cooking music and movement, dramatic play, outdoor play, and instruction in basic math and reading, listening and verbal skills. Classes meet from 10:00 am to 1:00 pm Tuesday through Friday, June 3-July 25. Minimum shift is 1 day per week from 9:30 a.m. to 1:30 p.m., but Volunteers may work up to 4 days per week. Schedule must be consistent through the summer.

Community Center Reception/Clerical Assistance: (13-16) Under direct supervision of Community Center Staff, Volunteers will assist with a wide range of tasks in an office setting, including greeting the public at the front desk, preparing for various community center programs and filing. Computer skills are helpful. Volunteers may work as many hours as they wish, with a minimum of two hours per week, starting June 2nd. Volunteers must commit to at least 3 weeks, and may continue into August.

Volunteer Recreation Aide: Sports Camp (13-16) Under direct supervision of the Sports Coordinator and/or Camp Director. Duties include: attending all in-service training sessions, encouraging camper participation in various sports activities, assisting with general maintenance and proper care of equipment, helping escort campers from MSC to various city parks, roller skating rink, participate in various sports activities, etc. Camp meet Monday through Friday, 9:00 am – 5:00 pm, June 16-August 15. Assignments will be per week and will vary between 20 - 40 hours per week. No guarantee of being assigned as a Recreation Aide every week throughout the summer. A mandatory training will be held **Tuesday, June 10 from 3:30pm - 5:00pm.**

Volunteer Recreation Aide: CheerCamp (13-16) Under direct supervision of the Sports Coordinator and/or Camp Director. Duties include: attending all in-service training sessions, encouraging camper participation in various cheerleading activities, assisting with general maintenance and proper care of equipment, helping escort campers from MSC to various city parks, roller skating rink, helping to teach sideline cheers, crowd cheers, performance cheers and dance routines. Camp meet Monday through Friday, 9:00 am – 5:00 pm, June 16-August 1. Assignments will be per week and will vary between 20 - 40 hours per week. No guarantee of being assigned as a Recreation Aide every week throughout the summer. A mandatory training will be held **Tuesday, June 10 from 3:30pm - 5:00pm.**

Kids Zone Volunteer: (13 -16) Under the direct supervision of staff, volunteers will assist in the supervision of children between the ages of 6 months to 8 years of age at the Monterey Sports Center in the Kids Zone while

parents are participating in facility activities. Activities may include leading children in recreational activities such as, arts and crafts, games and dramatic play as well as clean-up and area maintenance to help make the Kids Zone a healthy, safe and happy place for the children. Time commitment for the Kids Zone is a minimum of one four-hour shift per week. There will be a mandatory training at the Monterey Sports Center June 11th at 3:30 p.m.

Volunteer Swim Instructor Aide: (13-16) Under the direct supervision of the Aquatics Coordinator or Aquatics Specialist, Swim Instructor Aide will assist Swim Instructors and provide an extra set of hands in the water. Duties include attending in-service training as appropriate and assisting with swimming lessons, general maintenance and proper care of equipment. Instruction sessions are in two-week increments from June 5-July 27, Monday through Thursday, with shifts of 9:00 am to noon or 4:00-7:00 pm. Assignments will be per two-week session; no guarantee of being assigned every session. There will be a mandatory training at the Monterey Sports Center Friday May 30th at 5:00pm.

Library

Library Program Assistant: (14-17) Under the direct supervision of the Library's Youth Services staff, the Program Assistant helps in preparing for programs and crafts and serves as a monitor during programs. Must enjoy creative arts and crafts projects, working with children, be accurate and attentive to detail. Weekly programs are Thursday afternoon, and Tuesday and Wednesday mornings. May also work with teenagers assisting at teen programs, including the Summer Reading Program for teens. Volunteers can expect to work 10 to 15 hours per week, starting June 5th, and may continue into August. In addition, Program Assistants will be asked to be available to work 4 hour shifts at a special Library event on Saturday, June 17th between 10 a.m. - 5 p.m.

Library Special Projects: (14-17) Under the direct supervision of the Library staff, the Special Project Volunteer assists staff on special projects as in preparing for programs, promotions or library services; assist with craft preparation, compile papers for programs or promotions; and assist with enhancements to library programs and services as directed.

Harbor

Waterfront Volunteer: (15 +) Under the direct supervision of the Harbor Staff, the Waterfront Volunteers will participate in and learn, hands-on, several technical and clerical skills applicable to the overall function of the Marina/Harbor facility. Duties may include, but are not limited to, assisting with communications and dispatch, clerical tasks and recordkeeping, acting as extra eyes and ears of the Security Watchstander, sign maintenance, general cleanup, and painting. Volunteers will have the opportunity to learn about all aspects of waterfront operations. Shifts are flexible, between the hours of 6:00 am and 4:30 p.m. Monday through Thursday, and 8:00 am to 3:30 p.m. Friday through Sunday, beginning June 6th. Volunteers must commit to a minimum of 6 hours per week, but may volunteer up to 20 hours per week.

City Attorney

Law Library File Clerk: (14 +) Under the direct supervision of the City Attorney staff, Volunteers will help organize and maintain the City's Law Library. Duties include shelving new law books; updating various legal publications by replacing old pages with new pages; inserting new pocket parts; and similar library maintenance functions. Requires a minimum of 4 hours per week - flexible hours - and offers an opportunity for hands on experience in a city attorney's office.

Various Departments

Clerical/Reception: (13 -16) Under direct supervision of City Staff, Volunteers will assist with a wide range of tasks in an office setting, including filing, photo copying - computer skills are helpful. This is an opportunity to build office skills in a professional setting. Hours may vary but request a minimum of two hours per week.