Thank you for your interest in volunteering with Monterey Recreation this summer. In order for your application to be considered, you need to meet the following requirements.

**ELIGIBILITY:** Young people 13 to 17 years of age

**PURPOSES:**
- To assist Monterey Recreation staff assigned to various summer programs.
- To provide valuable work experience and leadership training for young people.

**APPLICATION & SELECTION PROCEDURE:**
- Teen Volunteer applications are available at the Monterey Recreation Administration Office, 546 Dutra St., Monterey, CA 93940 or online at monterey.org/rec. Completed applications will be accepted until **Friday, April 17** or when 30 completed packets have been received, whichever comes first.
- All applicants must be available for all mandatory training sessions and must be willing to work a majority of the summer.
- Read the entire packet carefully! Make sure that you read all of the information provided and that you fill out all forms completely. Note that if you cannot meet the schedule requirements of the position you are applying for, you may not be able to take on the position.
- Complete all pages of the application packet and return it by mail or in person to Monterey Recreation at 546 Dutra St., Monterey, CA 93940 no later than **5:00 p.m. on Friday, April 17, 2020**. Be sure that you have completed each one of the following forms:
  - Teen Volunteer Application
  - Teen Volunteer Schedule Information
  - Hold Harmless Agreement with Consent/Emergency Contact Information Form
  - City of Monterey Volunteer General Agreement and Permission to use Photographs or Videos

**MANDATORY REQUIREMENTS:**
- Applicants must be available to attend 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.
- Fingerprinting by the Monterey Police Department is required for all volunteers 14 and older. Additional information regarding fingerprinting will be provided if you are selected to volunteer this summer.

**WORK SCHEDULES:**
- Length of assignment and weekly hours will vary depending on the assignment. Please read the Teen Volunteer Assignments & Schedule Information sheet carefully. **Teen volunteers are expected to volunteer an average of 10 hours per week for a minimum of six weeks.**
- When possible, the teen volunteer 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:**
- Teen volunteers will be assigned as aides to paid staff and will not work without supervision.
- Teen volunteers will receive assignments in their area of interest, when possible, but the teen volunteer must be willing to help where needed.
- Teen volunteers must inform parents of the details of the program and discuss the hours teens are expected to work.
- Teen volunteers must wear appropriate attire while on duty.
- Teen volunteers will be expected to fulfill their commitments.

**RECOGNITION:**
- Teen volunteers will receive special recognition for their hard work and contributions over the summer.
- Volunteer hours may be applied to school community service requirements.

Upon receipt of the above materials, your information will be reviewed and you will be contacted regarding your placement. If you have questions, please feel free to contact Interim Recreation and Community Services Manager, Shannon Leon by phone at (831) 646-3866 or email at leon@monterey.org.

Thank you for your interest in volunteering for Monterey Recreation. We look forward to seeing you soon!
**Monterey Recreation Summer Volunteer Program**

**TEEN VOLUNTEER APPLICATION**

Please fill out completely. Print using blue or black ink. No pencil.

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<tr>
<th>Name:</th>
<th>Age:</th>
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<th>Address:</th>
<th>City:</th>
<th>Zip Code:</th>
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<tr>
<th>Email:</th>
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<tr>
<th>Current School:</th>
<th>Last Day of School:</th>
<th>Grade in Fall ‘20</th>
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School or Community activities in which you have participated: ______________________________________

________________________________________________________________________________________

Courses taken which would be useful in Volunteer Activities: ________________________________

________________________________________________________________________________________

Other related activities (Church, Scouts, etc.): ___________________________________________

________________________________________________________________________________________

Special Interests or Hobbies: ____________________________________________________________

________________________________________________________________________________________

Please rank your preferences of volunteer opportunities. From 1 to 4, with 1 being your first choice.

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<thead>
<tr>
<th></th>
<th>Playground Recreation Aide</th>
<th>Day Camp Recreation Aide</th>
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All assignments are very popular and have specific requirements for schedules and shifts. Please complete the schedule information sheet for the assignments in which you are interested. Staff will use this information in determining placements.

During the summer, will you have any limitations on your schedule availability – certain times of the day or certain days of the week when you will not be available? (i.e. summer school, transportation limitations, etc.)

☐ Yes  ☐ No  If yes, please explain:

________________________________________________________________________________________

________________________________________________________________________________________

Will you need to take any time off (family vacation, camp, etc.) from your volunteer assignment between 6/8/2020 and 7/31/2020?  ☐ Yes  ☐ No  If yes, list the dates: ______________________________________

________________________________________________________________________________________

State the reasons you think you are qualified to be a volunteer:

________________________________________________________________________________________

________________________________________________________________________________________

________________________________________________________________________________________

Return application to: Monterey Recreation, Attn: Shannon Leon, 546 Dutra Street, Monterey, CA 93940
Monterey Recreation Summer Volunteer Program
Teen Volunteer Assignments & Schedule Information

If you are interested in any of the following positions, please indicate when you would be available to volunteer. Schedule availability will be a factor in determining placements.

**Preschool Program Volunteer (ages 13-17):**
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 10:00a.m. to 1:00p.m., Monday through Friday, June 1-July 24. Minimum shift is 1 day per week from 9:30a.m. to 1:30p.m., but volunteers may work up to 5 days per week. Schedule must be consistent through the summer.

**Preschool Program shift 9:30a.m. – 1:30p.m., Monday through Friday**
Please circle the days of the week you are available: M Tu W Th F

**Community Center Volunteer Recreation Aide (ages 13-17):**
Under direct supervision of Community Center staff, volunteers will assist with a wide range of tasks in an recreational office setting, including greeting the public at the front desk, preparing and assisting with various community center programs and filing. Computer skills are helpful. Volunteers may work as many hours as they wish, with a minimum of four hours per week, starting June 8. Volunteers must commit to working a majority of the program.

Please circle the days of the week you are available: M Tu W Th F Hours available: __________

The following positions require attendance at mandatory training Thursday-Friday, June 11-12, 2020.

**Day Camp Program Volunteer Recreation Aide (ages 13-17):**
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, 9:00a.m. to 5:30p.m., June 15-July 31. 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 8:00a.m. to 12:30p.m. and 12:30p.m. to 5:30p.m.

Please indicate when you would be available for a 4-hour shift, between the hours of 8:00a.m. to 12:30p.m. or 12:30p.m. to 5:30p.m., 2 or 3 days per week, Monday through Friday:

Hours available: _____________ Days of week available: __________

**Are you available for all 7 weeks, June 15-July 31? _____ If not, please indicate which weeks you are not available: ______________________________________________________________________________**

**Playground Program Volunteer Recreation Aide (ages 14-17):**
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, 10:00a.m. to 5:00p.m., June 15-July 31. 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.

Please indicate when you would be available for a 4-hour shift, between the hours of 10:00a.m. to 5:00p.m., 2 or 3 days per week, Monday through Friday:

Hours available: ______________ Days of week available: __________

**Are you available for all 7 weeks, June 15-July 31? _____ If not, please indicate which weeks you are not available: ______________________________________________________________________________**
Monterey Recreation Summer Volunteer Program

City of Monterey Volunteer Agreement and Release of Liability

Name_________________________________ (phone) ______________   (email)______________________

Address______________________________________________________________________________
Street             City,  State          Zip

I, ___________________________________, agree to volunteer my services to the City of Monterey (“City”) and agree that I am not an employee of the City and as such, am not eligible for salary, benefits, or any other type of compensation from the City for my services as a volunteer. I further understand that my services are provided for the convenience of the City and may be terminated for any reason or for no reason and at any time by the City without prior notice or hearing.

As a volunteer with the City, I agree to: attend an orientation; perform the tasks outlined in my assignment description to the best of my ability; report on time as scheduled, and if unable to do so, call my supervisor; accept supervision and use reasonable care in all that I do; maintain confidentiality and not disclose or discuss any confidential information obtained while volunteering; follow all safety guidelines, rules, and policies of the City and immediately notify my supervisor should I encounter a situation that I feel is unsafe; comply with the City’s Harassment, Discrimination, Retaliation, Abusive Conduct, and Bullying Policy (Monterey City Code § 25-3.03); strive to help the City meet its goals and objectives; and provide adequate notice prior to ending my volunteer commitment. I understand that the volunteer program will not be responsible for any transportation to and from activities, unless specified.

On occasion, photographs or videos are taken of volunteer activities within the City. I agree to allow my image and voice, in photographs, video, or digital recordings, to be used to promote the City of Monterey and its programs. I give my permission with the understanding that no compensation of any kind will be paid for the use of my image and/or voice.

I assume the responsibility of mental and physical fitness to participate and understand that the City makes no representations regarding my suitability to participate as a volunteer. In consideration of being allowed to participate as a City volunteer, I acknowledge that participation may involve risk of serious injury, disability, death, or property damage or loss.

I understand that during the course and scope of my volunteer services to the City, I will be covered under the City’s Worker’s Compensation self-insurance. I also understand and agree that my sole remedy for any injury that I may sustain during the course and scope of my volunteer services to the City, which is covered by Worker’s Compensation, shall be through the City’s Worker’s Compensation self-insurance coverage. I waive any other right or remedy that I may have available to me for the injuries described above.

In addition, I hereby release and hold harmless the City of Monterey, its agents, officers, and employees from and against any and all other claims and liability arising out of or in any way connected with my participation as a volunteer, and covenant not to sue City for any damage, bodily injury or death to myself. This release applies to my family, estate, heirs, and assigns. I agree to assume all risk of personal injury or loss, bodily injury (including death), damage to or loss or destruction of any personal property occurring in connection with or arising out of volunteering.

I further agree to indemnify the City and its agents, officers, and employees from any loss, liability, damage, cost, or expense, including litigation, arising out of or related to my participation as a City volunteer. The foregoing agreement to indemnify shall continue in full force and effect notwithstanding the conclusion of my participation.
Monterey Recreation Summer Volunteer Program

I have carefully read this Agreement and fully understand its contents. I am aware that this is a release of liability and contract between myself and the City of Monterey. I voluntarily agree to each of the terms and provisions herein and sign this release and indemnification agreement of my own free will.

Signed: ___________________________ (Volunteer)               Date: ______________

If volunteer is under 18 years old, the Parent or Legal Guardian must also sign the Agreement.

Parent or Legal Guardian's Full Name               Parent or Legal Guardian’s Signature               Date

AUTHORIZATION FOR THIRD PARTY TO CONSENT TO TREATMENT OF MINOR LACKING CAPACITY TO CONSENT:

In the event of emergency injury or illness while the participant is attending the recreation activity, I hereby authorize the Parks and Recreation Department to consent to medical treatment on behalf of my child. The undersigned, as parent or legal guardian of the child identified on this form, hereby authorizes the Parks and Recreation Department and its adult officers, employees and agents into whose care the registered child has been entrusted, to consent to any x-ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a licensed physician or surgeon. This authorization is given pursuant to the provisions of section 6910 of the Family Code of California. It is understood that if time and circumstances reasonably permit, the Parks and Recreation Department will endeavor, but is not required, to communicate with the parent or guardian prior to consenting to such treatment. The undersigned further agrees to RELEASE, WAIVE, DISCHARGE AND COVENANTS NOT TO SUE the City of Monterey, its employees, officers and agents on behalf of the undersigned, the registered minor and their personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of any injury to the minor associated with any medical care performed or provided with consent given pursuant to this authorization. This authorization is given pursuant to Section 6910 of the Family Code of California. It is understood that if time and circumstances reasonably permit, the Parks and Recreation Department will endeavor, but is not required, to communicate with the parent or guardian prior to consenting to such treatment. The undersigned further agrees to RELEASE, WAIVE, DISCHARGE AND COVENANTS NOT TO SUE the City of Monterey, its employees, officers and agents on behalf of the undersigned, the registered minor and their personal representatives, assigns, heirs, and next of kin for any loss, damage, or claim therefore on account of any injury to the minor associated with any medical care performed or provided with consent given pursuant to this authorization. This authorization to consent to treatment of the minor identified above is given to the Parks and Recreation Department in conjunction with any activity or event in which the minor’s care is entrusted to the Parks and Recreation Department.

I hereby authorize any hospital, which has provided treatment to the above named minor pursuant to the provisions of the Civil Code of California, to surrender physical custody of such minor to my above named agent(s) upon the completion of treatment. This authorization is given pursuant to Section 1283 of the Health and Safety Code of California.

These authorizations shall remain effective until __________, ______, unless sooner revoked in writing delivered to said agent(s).

Parent or Legal Guardian’s Full Name               Parent or Legal Guardian’s Signature               Date

ALTERNATE CONTACT IN CASE OF EMERGENCY:

Print Name               Relationship

Daytime Phone Number               Evening Phone Number               Cell Phone Number

*******************************************************************************************

FOR OFFICE USE ONLY

Dept/Division/Assignment: ___________________________ Report to: ___________________________
Starting Date: ___________________________ Projected Duration: ___________________________