



TEEN INTERNSHIP INFORMATION GUIDE

Winter/Spring 2012



30610 Thousand Oaks Blvd.

Agoura Hills, CA 91301

818-597-7361

Applications Due January 10, 2012

WE'RE PLEASED YOU ARE CONSIDERING US!

Agoura Hills Department of Community Services is pleased you are thinking about an internship with the Department. This guide provides information and outlines the responsibilities involved for students wishing to intern with the City of Agoura Hills Department of Community Services.

Purpose of the Internship Program

- To give each intern what they desire in an “on the job” experience
- To strengthen the present skills of the intern and to introduce new skills
- Allow the intern to satisfy any school volunteerism requirements
- To offer exposure to career opportunities in recreation and to help discover their areas of interest in the field of recreation
- To provide an opportunity for young professionals to be better equipped and qualified for future employment

City of Agoura Hills Department of Community Services Mission Statement

The Agoura Hills Department of Community Services takes a leadership role in improving the quality of life for the community through diverse recreational opportunities that promote families and individuals, community involvement and a desire to preserve the natural and cultural resources of Agoura Hills.

Helpful Contact Information

City Offices

Agoura Hills Recreation Center
30610 Thousand Oaks Blvd
Agoura Hills, CA 91301
(818) 597-7361

City Hall
3001 Ladyface Court
Agoura Hills, CA 91301

Agoura/Calabasas Community Center
27040 Malibu Hills Rd.
Calabasas, CA 91301

DEPT. OF COMMUNITY SERVICES

Director- Amy Brink
Recreation Managers- Donna Conlin & Zach Miller
Recreation Supervisor- Nick Newkirk
Recreation Coordinators- Xochitl Castillo & Jacob Broyles
Administrative Secretary- Cynthia Polich

Internship Coordinator

Jacob Broyles, Community Services Coordinator
818-597-7323
jbroyles@ci.agoura-hills.ca.us

CITY PARKS

Morrison Park- Thousand Oaks Blvd & Forest Cove Lane
Reyes Adobe Park- 30400 Rainbow Crest Drive

Internship Guidelines

Qualifications

To be considered as a candidate for an internship with the Agoura Hills Department of Community Services, you must meet the following requirements:

- Show a high interest in the field of parks and recreation, or finance
- Have a strong work ethic, be highly motivated, maintain a positive attitude and be willing to take on new challenges and experiences
- Be able to demonstrate good customer service skills and genuinely enjoy working and interacting with people of all ages and diverse backgrounds
- Be able to work outdoors
- Agree to follow the Community Services Department Policies and Procedures
- Communicate any conflicting commitments that may affect the internship
- Be neat and dress appropriately
- Have the ability to perform physical labor

Selection Process

- Internships are offered on a seasonal basis. The current internship opportunity will be from January – June 1, 2012. The following must occur prior to an internship being offered:
- Turn in an application to the Agoura Hills Recreation Center by January 10th
- Once application has been received, the Internship Coordinator will contact the most qualified candidates for an in-person interview.

Once a selection has occurred:

- The intern will be fingerprinted through the City of Agoura Hills prior to beginning the internship
- Once the intern applicant's fingerprints have cleared the intern will be notified of his/her starting date

Compensation

- Intern positions will not receive any compensation or benefits

What Are My Responsibilities?

CONDUCT

As a representative of the City of Agoura Hills, you must be on your **best behavior!** Keep in mind that assignments include working at the recreation center or City Hall it is important to be professional at all times. Please do not bring toys, books, or games to your work site. If the length of your shift exceeds 1 hour, you may bring a snack with you to your job site.

DRESS/APPEARANCE

Wear clothes that are appropriate for the type of activity/assignment for which you working that day. Cut-off shorts, flip-flop shoes, and halter-tops should not be worn at any time. Closed toe shoes must be worn for all recreational programs.

TRANSPORTATION

It is the Intern's responsibility to get to and from the work site. Please contact the Agoura Hills Recreation Center if you need additional assistance coordinating public transportation.

ABSENTEEISM

Interns are expected and needed at their assigned sites. You are an important part of our program and are depended on by other staff members. If you are ill or cannot make it to your shift, call or have your parent call the Front Office or your supervisor as soon as possible.

INJURIES

If you are injured at your site, inform your Supervisor **immediately** and have someone contact the Front Office. An accident form must be submitted to the Front Office within 24 hours of the injury.

SAFETY

Interns are required to exercise due care in the course of their work to prevent injuries and property losses. Therefore, each volunteer is responsible to:

- ⇒ Report all unsafe conditions to the Supervisor.
- ⇒ Keep all work areas clean and orderly at all times.
- ⇒ Report all accidents immediately to the Supervisor.
- ⇒ Do not engage in any horseplay.
- ⇒ Obey all safety rules and follow published work instructions.
- ⇒ Use only the prescribed equipment when working.
- ⇒ Dress safely and sensibly.
- ⇒ Take an active part in the safety program.

Internship Positions

MARKETING INTERN

1. **Description:** The Marketing Intern will be responsible for creating flyers and ads appealing to teens; working on the City Face Book and Twitter accounts, the recreation brochure and taking photographs of Community Service Department programs/events. Implement a marketing campaign for the “Teen Component” of the new recreation center. This position will also be responsible for promoting City programs to the public at local businesses and schools.
2. **Qualifications:** Basic knowledge of photography, Microsoft Word, and Publisher as well as Face-Book & Twitter.
3. **Work schedule:** Hours range from 3-6 hours a week.

CULTURAL ARTS COUNCIL INTERN

1. **Description:** Work directly with the Cultural Arts Council as a student liaison and assisting in the development of cultural arts programs. Attend monthly meetings; assist in Cultural Arts events such as teen Art show, film series and art galleries. Assist with promotions and publicity of Cultural Arts programs as well as raising public awareness and public outreach. The position will also consist of basic administrative duties as well as researching other arts programs.
2. **Work schedule:** Hours will vary depending on the intern’s availability; Cultural Arts Council meets the third Thursday of every month from 6:30-8:00pm.

SPORTS INTERN

1. **Description:** The Sports Intern will assist leading various tot sports classes for kids ages 3-5; classes include Tot: t-ball, basketball, parent & me and soccer. Will also assist in score keeping adult basketball games. Sports Intern may also implement new sports camp programs.
2. **Qualifications:** Drivers license and a sports background are preferred.
3. **Work Schedule:** Able to work 3-4 of the following shifts: Tuesdays, 3:30-4:15pm, Thursdays 3:30-4:15 & 5:45-8:45pm, Saturdays, 8:50-11:45am, Sundays 5:45-8:15pm. Hours vary 4-8/week.

SENIOR PROGRAMS INTERN

1. **Description:** Assist in preparations of senior events including Decades & Diamonds & Game Day. Creating decorations for events, creating flyers, contact senior members regarding membership renewals. Assisting with set up, tear down and children’s crafts and activities for 2nd Saturday at the Adobe. Research future senior excursion locations.
2. **Qualifications:** familiarity with Microsoft Publisher, creativity with crafts and patience when communicating with others is preferred.
3. **Work schedule:** Work at least three hours a week, as well as each 2nd Saturday of the month from 1:00-3:30pm.

FINANCE INTERN

1. **Description:** Gain basic office experience filing, copying, designing graphs, creating letters and other administrative duties using programs such as Microsoft Word & Excel.
2. **Work schedule:** Work 3-6 hours a week from 3:30-5:00pm Monday-Thursday



City of Agoura Hills Community Services Department
TEEN INTERNSHIP APPLICATION

Name _____

Address _____ City _____

State _____ Zip _____ Cell Phone _____

Home Phone _____ Email Address _____

School you attend _____ Grade _____ Age _____ Date of Birth _____

Mother's Name _____ Work Number _____ Cell Phone _____

Father's Name _____ Work Number _____ Cell Phone _____

Emergency Contact _____ Relationship _____

First Last Cell Phone

Which Internship Position are you applying for _____

(Cultural Arts Council, Marketing, Sports, Senior Programs, Finance) See position descriptions on page 3

Why do you want to become a Teen Intern?

How do you foresee the relevance of this internship to your future interests?

What coursework and/or experience have you had relating to the internship for which you are applying?

What hours are you available to work?

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Applicant Signature

Date

IMPORTANT NOTICE

Date: December 1, 2011
To: The Parent(s) and/or Guardian(s) of Teen Interns
From: Celeste Bird, Administrative Analyst
Subject: Fingerprinting of Teen Interns

Please be informed that State law mandates criminal record checks for public recreation staff (full-time, part-time, volunteer and contract), including **fingerprinting**, if they work with minors, children under the age of 18 years old. Under current law, working with minors means direct contact with minors; or in a position of supervisory or disciplinary authority over minors. (Reference: California Education Code § 10911.5 or California Public Resources Code § 5164). In addition, a supplemental application asking if the individual has been convicted of certain specified offenses is required before the first day of service.

Therefore, prospective Teen Interns must be fingerprinted. There is no minimum age requirement for volunteers to be fingerprinted. The City of Agoura Hills will not allow any Teen Intern into the field without fingerprint clearance.

If you have any questions or concerns, please the Agoura Hills Recreation Center at (818)597-7361.

I have read this notice and **will allow** my child to be fingerprinted.

Name (Please Print)

Signature

I have read this notice and **will not allow** my child to be fingerprinted, and I understand that he/she will not be allowed to participate as a teen volunteer.

Name (Please Print)

Signature

CHILD #1 NAME: _____ AGE: _____
 First Last

CHILD #2 NAME: _____ AGE: _____
 First Last

NAME OF PARENT/GUARDIAN: _____
 First Last



City of Agoura Hills - Department of Community Services

Parent General Release, Waiver and Indemnity Agreement

CHILD #1 NAME: _____ AGE: _____
First Last

CHILD #2 NAME: _____ AGE: _____
First Last

NAME OF PARENT/GUARDIAN: _____
First Last

ADDRESS: _____
Street City Zip

HOME PHONE: _____ WORK: _____ CELL: _____

CHILD'S PHYSICIAN: _____ PHONE: _____

INSURANCE COMPANY: _____ POLICY #: _____

EMERGENCY CONTACTS OTHER THAN PARENT/GUARDIAN:

NAME: _____ PHONE NUMBER(S): _____

NAME: _____ PHONE NUMBER(S): _____

Are there any medical or physical conditions (including allergies) of the child(ren) that we should be aware of?

Is the child on any medication? [] No [] Yes

If yes, _____ and _____
Name of child Name of medication and dosage

Section 1. I, (insert name of parent or guardian) _____, certify that I am the parent or legal guardian of (insert name of minor) _____ ("Child") and that I am entitled to his or her custody and control and I do hereby give my permission for the Child to participate in Mt. High Snowboarding Trip. I

understand that "participation" in the Program may include preparing for, traveling, receiving instruction, and engaging in the Program. I further certify that the Child is in good health and has no physical or other impediment which would endanger him or her while participating in the Program.

Section 2. I realize that, by participating in this Program, the Child will be exposed to a risk of injury or death.

Section 3. In consideration of permitting the Child to enroll in and participate in the Program, I agree (on behalf of myself, the Child, my heirs, executors, administrators, and assigns) to release, discharge, waive, and relinquish the City of Agoura Hills (and its officers, agents, employees, and volunteers) from any and all liabilities, claims and actions for personal injury, property damage, or wrongful death which arise out of or relate to the Program, whether or not the liability, claim, or action arises out of negligence or carelessness on the part of the City of Agoura Hills (or its officers, agents, employees, or volunteers).

Section 4. I further agree (on behalf of myself, the Child, my heirs, executors, administrators, and assigns) to indemnify, defend, and hold harmless the City of Agoura Hills (and its officers, agents, employees, and volunteers) from any and all liabilities, claims, or actions for personal injury, property damage, or wrongful death which arise out of or relate to the Child's participation in the Program, whether or not the liability, claim, or action arises out of negligence or carelessness on the part of the City of Agoura Hills (or its officers, agents, employees, or volunteers).

Section 5. I understand the dangers incidental to participating in the Program. I have discussed the dangers of the Program and the need for safety precautions with the Child. I have read this General Release, Waiver and Indemnity Agreement and am fully aware of the legal consequences of signing it.

Section 6. I authorize any emergency medical attention, which may be needed for my child.

Parent or Guardian: _____ Date: _____



Agoura Hills Recreation Department Behavior Policy

It is our goal to provide a safe, positive and fun experience for all participants in our programs. In order to achieve this goal, the following program policies must be followed:

Expected Behavior

- Be respectful and courteous to staff.
- Be respectful of the feelings of others.
- Participate in planned activities.
- Follow instructions and rules given by staff.
- Exhibit and maintain positive attitudes toward the environment and facilities.
- Exhibit and maintain respect for all property, facilities and equipment, both public and private.
- Adhere to all rules and regulations.

Unacceptable Behavior

- **Vandalism.** Damaging city property or the property of others.
- **Theft.** Stealing property or equipment of others.
- **Abusive language, swearing or profanity.** No profanity, vulgar language or swearing. This also includes abusive language (i.e. name calling, etc.), obscene gestures and threats of injury towards others.
- **Fighting.** No physical fighting (i.e. pushing, shoving, hitting, etc.). If you have a problem with others in the program, discuss the problem with Staff. If a fight breaks-out, the participants (including anyone who encourages the fighting) will be subject to immediate suspension.
- **Touching.** Our recreation program policy is one of "hands-off." Holding hands, arm-in-arm, hugging and kissing are not appropriate. Sexual harassment or indecency will not be tolerated.
- **Alcohol, Drugs, Tobacco and other Substances.** Taking, distributing, or possessing illegal drugs or tobacco is prohibited and is grounds for immediate suspension. Permanent felt pens, aerosol spray cans of any type, glue and whiteout are not to be brought.
- **Weapons or Dangerous Objects.** Possession of any firearm, knife, explosive or other dangerous object is prohibited and is grounds for immediate suspension.

Discipline Policy

Except as indicated above, consequences for misbehavior are usually progressive and reflect the severity of the unacceptable behavior. Notwithstanding, one severe act could lead to expulsion from our programs. Any criminal act will be reported immediately to law enforcement officials.

Listed below is a progression of discipline:

- **First Offense:** Parent/guardian notification; Warning; Time out from group/Loss of privileges (period of time to be determined by incident and age of participant)
- **Second Offense:** Parent/guardian notification; Time out from group/loss of privileges (period of time to be determined by incident and age of participant); Parent/guardian notified to pick up participant from program; possible suspension
- **Third Offense:** Parent/guardian notification; Suspension; Expulsion; Parent/guardian notified to pick up participant from program

I HAVE READ THE BEHAVIOR CODE AND FULLY UNDERSTAND ITS CONTENT. APPROPRIATE CONSEQUENCES WILL BE GIVEN IN THE EVENT I DISREGARD THE BEHAVIOR CODE

Participant Signature _____ Date _____

Parent Signature _____ Date _____

The Behavior Code applies to Agoura Hills' recreation program participants. Violations will be dealt with on a case-by-case basis. Discipline will be administered in a fair and consistent manner. If you have any questions or concerns regarding this Behavior Code, please contact the Agoura Hills Recreation Center.