

# SUMMER 2012 TEEN V.I.P. PROGRAM PACKET

## Volunteers Inspire Progress.

*The Summer 2012 Teen V.I.P. Program is available to teens ages 11-17 years who are interested in volunteering in programs and services that are helpful to their community. The Department of Community Services looks forward to providing teens with an exciting and educational leadership opportunity throughout their summer vacation.*



### **APPLICATION PROCESS**

---

Each teen interested in volunteering must complete the attached application, Emergency Medical Release and Behavior Policy forms. In order to participate, these must be signed by a parent/legal guardian and returned with the application. Please review the age requirement and job description for each volunteer activity and select assignments from the list that is attached, in order of your choice. Activities are assigned on a first-come, first-served basis, and space is limited.

Be sure to turn in your completed application along with your **\$25.00** registration fee to the Agoura Hills Recreation Center no later than

**Friday, June 1, 2012 by 4:00p.m.**

### **ORIENTATION**

---



After you have submitted an application, plan on attending the **MANDATORY** Volunteer Orientation Meeting at the Agoura Hills Civic Center – Community Room (located next to the Agoura Hills Library), scheduled for

**Saturday, June 9, 2012 at 12 noon**

You will need **BOTH** your  
Birth Certificate and School ID/ C.A. ID/Passport (Must have photo)  
In order to be fingerprinted

At this meeting teens will receive their volunteer schedules for the summer, program manuals and T-shirts. As required by law, those new to the program will also be fingerprinted at this time.

**For more information on the 2012 Teen V.I.P Program  
please contact the Agoura Hills Recreation Center at (818)597-7361.  
30610 Thousand Oaks Blvd. Agoura Hills, CA 91301**





## Teen V.I.P. 2012 Volunteer Application

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Cell /Home Phone \_\_\_\_\_

Email \_\_\_\_\_

School you attend \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

Birth date \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_ Work Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_ Work Number \_\_\_\_\_

Cell Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Relationship \_\_\_\_\_

Transportation-How will you get to your job assignment? Please check one of the following:

Car       Bus       Dial-A-Ride       Bicycle       Other

Locations most convenient for you (Please check more than one):

Agoura Hills Recreation Center       Agoura Hills City Hall       Forest Cove Park  
 Lindero Canyon Middle School       Chumash Park       Reyes Adobe Historical Site  
 Reyes Adobe Park       Morrison Park

Age group(s) you would most like to work with (Please check two):

Tot (3-5)       Youth (6-10)       Teen (11-17)       Adult (18+)       Older Adult/Senior (50+)

How did you learn about the V.I.P. Teen Volunteer Program?

---

Why do you want to be a Teen Volunteer?

---

What size t-shirt do you wear (adult sizes)?       Small       Medium       Large       X-Large

---

Teen Signature

Date

# 2012 ACTIVITY SELECTIONS

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date: \_\_\_\_\_

In order of priority, list the activities you would like to work this summer.  
Due to high demand, requesting an activity does not guarantee your place.  
Please include "back-up" options in your list. Thank you!

Approximately how many hours would you like to volunteer a week: \_\_\_\_\_

Please list Activity name with the dates and times preferred, or if no preference state "Open".

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_
- 6 \_\_\_\_\_
- 7 \_\_\_\_\_
- 8 \_\_\_\_\_
- 9 \_\_\_\_\_
- 10 \_\_\_\_\_

Please list vacation dates and other foreseeable schedule conflicts:  
(Including dates and times)

---

---

---



Date: May 1, 2012  
To: The Parent(s) and/or Guardian(s) of Teen Volunteers  
From: Celeste Bird, Administrative Analyst  
Subject: Fingerprinting of Teen Volunteers

---

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 Volunteers must be fingerprinted. There is no minimum age requirement for volunteers to be fingerprinted. The City of Agoura Hills will not allow any Teen Volunteer 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



City of Agoura Hills - Department of Community Services
Parent General Release, Waiver and Indemnity Agreement

EMERGENCY MEDICAL RELEASE

CHILD #1 NAME: First Last AGE:

CHILD #2 NAME: First Last AGE:

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, Name of child and 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 Teen VIP Program. 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

No refund will be given if a participant is suspended or expelled from the program.

**I HAVE READ THE BEHAVIOR CODE AND FULLY UNDERSTAND ITS CONTENT AND AGREE TO ABIDE BY THE RULES THEREIN. I UNDERSTAND THAT APPROPRIATE CONSEQUENCES WILL BE GIVEN IN THE EVENT I DISREGARD THE BEHAVIOR CODE**

Participant Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

### **REC CLUB DAY CAMP (13-15 YRS)**

REC Club is a day camp for kids ages five to ten that is held Monday thru Friday all summer long. Volunteers will help facilitate art projects, indoor and outdoor games, and will work alongside camp counselors. This is a great job for mature teens that want to learn leadership skills in a fun group environment.

Activity Name	Day	Date(s)	Time	Positions Available
Rec Club	Monday - Friday	6/18-8/17	8:00am-1:00pm	3 per day

### **TINY TOT DAY CAMP (11 – 13 YRS)**

You can help facilitate our day camp for toddlers ages 3-5! Tiny Tot Day Camp is a good match for "tweens" ages 11 to 13 years old. Volunteers interested in this position should be prepared to get their hands dirty in art projects & playground sand! Hardworking and helpful volunteers are perfect for the job.

Activity Name	Day	Date(s)	Time	Positions Available
Tiny Tot Day Camp	Monday-Friday	6/18-7/6	8:30am - 1:00pm	3 per day
Tiny Tot Day Camp	Monday-Friday	7/9-7/27	8:30am - 1:00pm	3 per day
Tiny Tot Day Camp	Monday-Friday	7/30-8/17	8:30am - 1:00pm	3 per day

### **SPECIAL EVENTS (10-17 YRS)**

Help us run our annual summer special events! Concerts and movies in the Park require a lot of "behind the scenes work", and we'd love to have your help! Spend an evening in the park helping staff set-up, maintain, and break-down the items necessary to run a special event. If you're a teen looking for a lot of hours and, this is the job for you.

Activity Name	Day	Date(s)	Time	Positions Available
Concert In the Park	Sunday	June 17	4:00pm - 8:30pm	10
Concert In the Park	Sunday	July 8	4:00pm - 9:30pm	10
Concert In the Park	Sunday	July 22	4:00pm - 8:30pm	10
Concert In the Park	Sunday	August 5	4:00pm - 8:30pm	10
Movies in the Park	Saturday	June 9	6:00pm-8:30pm	6
Movies in the Park break down	Saturday	June 9	7:00-10:00pm	3
Movies in the Park	Saturday	July 14	6:00pm-8:30pm	6
Movies in the Park break down	Saturday	July 14	7:00-10:00pm	3
Movies in the Park	Saturday	August 11	6:00-8:30pm	6
Movies in the Park break down	Saturday	August 11	7:00-10:00pm	3

### **OFFICE WORK (13-17 YRS)**

Work at the front desk of the Agoura Hills Recreation Center! You'll help us with a variety of projects, from filing paperwork and greeting customers to helping set up for recreation classes, you'll get hands-on experience in a real office setting!

Activity Name	Day	Date(s)	Time	Positions Available
Office Work	Monday-Friday	6/18-8/17	12:00-3:00pm	1

### **BINGO CALLER (10-17 YRS)**

Did you know that the Agoura Hill Recreation Center is also a Senior Center from 8am-3pm? It's true! Come be the BINGO caller for our Seniors every Tuesday and Thursday. This is a great job for patient and polite teens of all ages.

Activity Name	Day	Date(s)	Time	Positions Available
BINGO	Tuesday	6/19-8/14	11:45am - 3:15pm	1
BINGO	Thursday	6/21-8/16	11:45am - 3:15pm	1

### **PHOTOGRAPHER (15-17 YRS)**

We're looking for a volunteer to photograph our programs and events. Photographs will be used in our quarterly brochure, newsletters, and future promotional documents. Job placement is coordinated by staff at the Recreation Center and an informal interview is required prior to placement.

Programs to Photograph	Day	Date(s)	Time	Positions Available
Camps	Mon-Fri	Varies	Varies	1
Recreational Classes	Mon-Fri	Varies	Varies	1
Reyes Adobe Historical Site	Tuesday	6/19,7/3, 7/17, 8/7	11:00-2:00pm	1
Reyes Adobe Historical Site	Saturday	7/14, 8/11	2-3:00pm	
Special Events & Adult Sports	Thur/ Sat/Sun	Varies	Varies	1

### **REYES ADOBE DAYS CRAFTS PROJECTS (13-17 YRS)**

At the Recreation Center you will help work on various crafts, games and projects that will be used for the children's activities of Reyes Adobe Days.

Activity Name	Day	Date(s)	Time	Positions available
Craft Projects	Varies	Varies	Varies	2



### **HANDS ON CRAFTS AT THE ADOBE (15-17 YRS)**

We're looking for a volunteer to work with our Reyes Adobe Historical site Docents in creating various arts & crafts.

Activity Name	Day	Date(s)	Time	Positions Available
Making Crafts	Tuesday	6/19, 7/17	10:00-2:00pm	1

### **RECREATION CLASSES (13-17 YRS)**

Help lead a class that teaches sports skills and techniques to kids ages 3-5. This is a great job for enthusiastic teens that love sports and want to work with little kids. Sports classes are offered in six week sessions that meet 45 minutes each week. Volunteers interested in this position should be available to work a majority (at least 5 classes) of the session they request.

Activity Name	Day	Date(s)	Time	Positions Available
Tot T-Ball	Saturday	6/23-7/28	8:35-9:30am	2
Bitty Basketball	Thursday	6/21-7/26	3:30-4:15 pm	2
Parent N' Me Sports & Games	Saturday	6/23-7/28	9:00-9:30am	1
Tot-Soccer I	Saturday	6/23-7/28	9:30-10:35am	2
Tot-Soccer I	Tuesday	6/19-7/24	3:30-4:15pm	2
Tot-Soccer II	Saturday	6/23-7/28	9:40-10:25am	2
Junior Superstars (multiple sports)	Saturday	6/23-7/28	9:30-10:35am	2

### **LIFE ANIMAL RESCUE (14-17 YRS)**

Help the LIFE Animal Rescue organization at Petsmart of Westlake Village. Volunteers are needed to be dog handles, and inform prospective foster parents about certain dogs. This is a great opportunity for teens that love animals and want to help provide new families for homeless pets! Held at the Petsmart of Westlake Village in the Lindero shopping center.

Activity Name	Day	Date(s)	Time	Positions Available
LIFE animal rescue	Saturday	6/23-8/17	10:00am - 12:00pm	4
LIFE animal rescue	Saturday	" "	12:00pm - 3:00pm	4
LIFE animal rescue	Saturday	" "	3:00pm - 5:00pm	4

### **BASKETBALL SCOREKEEPER (14-17 YEARS)**

Help score keep the City of Agoura Hills Adult recreational basketball league. This is a great job for teens that play or enjoy the game of basketball and are diligent with record keeping. Scorekeepers will be responsible for running the clock or managing the books. All games are held at the Agoura/Calabasas Community Center – 27040 Malibu Hills Road, Calabasas, CA 91301

Activity Name	Day	Date(s)	Time	Positions Available
Adult Basketball League	Thursday	6/17-8/6	6:15-8:45pm	3
Adult Basketball League	Sunday	6/21-7/26	5:45-8:15pm	3

**CITY HALL & LIBRARY (15-17 YRS)**

Gain valuable work experience at City Hall. Job placement for these positions is coordinated by staff at City Hall and an interview prior to placement is required.

Activity Name		Time	Positions
Agoura Hills City Hall	City Clerk Office	Varies	1
Agoura Hills City Hall	Finance Department	Varies	1
Agoura Hills City Hall	Engineering Department	Varies	1
Agoura Hills City Hall	Building & Safety Department	Varies	1