



Summer 2020

IMPORTANT V.I.P. INFORMATION

The summer 2020 Teen V.I.P. Program is available to teens, ages 11-17 years old, who are interested in volunteering in programs and services that are helpful to their community. We look forward to providing teens with exciting and educational leadership opportunities.

Application Process

Each teen interested in volunteering must complete the attached application. In order to participate, the following forms must be signed by a parent/legal guardian and returned with the application: Emergency Medical Release, Behavior Policy, Fingerprinting form, and the Parent Authorization Pick-Up Notice. Please review the age requirement and job description for each volunteer activity and select assignments from the list provided before selecting activities.

Turn in the completed application, along with your **\$25.00** registration fee, to the Agoura Hills Recreation and Event Center by the application deadline: **Friday, May 22, 2020 by 4:00pm.**

As required by law, those new to the program need to be fingerprinted **before their first scheduled shift** (*form & information included in packet on pgs. 6-7*). Fingerprinting is free to you through our suggested Live Scan agency. Teens must bring their **Birth Certificate** and a **School ID/Government issued photo ID** to the Live Scan office.

Orientation Meeting

Teens are required to attend the **MANDATORY** orientation meeting. At this meeting, teens will receive program manuals and T-shirts.

The orientation meeting will take place on:

Saturday, June 6, 2020 at 10:00am

Agoura Hills Recreation and Event Center, 29900 Ladyface Ct., Agoura Hills 91301

For more information on the 2020 Teen V.I.P. Program, please contact:

Kaitlyn Roush at kroush@ci.agoura-hills.ca.us

OR Nick Newkirk at nnewkirk@ci.agoura-hills.ca.us

TINY TOT DAY CAMP *AGES 11-13

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 and move around with the kids! Hardworking and helpful volunteers are perfect for the job. ***There will be a mandatory Tiny Tot Camp orientation held on June 6, at the Agoura Hills Recreation and Event Center following the VIP Orientation.*** Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Tiny Tot	M/W/F	6/15-8/14	8:30am-12:45pm	2 per day

REC CLUB DAY CAMPS *AGES 13-17

REC Club is a day camp for kids, ages 5-11, held Monday - Friday all summer long at the Agoura Hills Recreation & Event Center. Volunteers will help facilitate art projects, indoor and outdoor games, and work alongside camp counselors. This is a great job for mature teens that want to learn leadership skills in a fun group environment. ***There will be a mandatory Rec Club Camp orientation held on June 6, at the Agoura Hills Recreation and Event Center following the VIP Orientation.***

Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Rec Club	M/Tu/W/Th/F	6/15-8/14	9am-12:30pm or 12:30-4:00pm	4 per day (2 per shift)

TPAC (TEEN PLANNING AND ADVISORY COMMITTEE)*AGES 11-13

The City of Agoura Hills TPAC (Teen Planning Advisory Committee) works to provide opportunities for youth to move through their teen years connected to their community and its values. Upon applying for the position, you will also be asked to fill out a supplemental questionnaire followed by an interview with City Staff. Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Monthly Meetings	F	TBD – Once a Month	4-5pm	9 TPAC Members

TEEN COALITION*AGES 14-17

Are you interested in making a difference in the community? Apply for this advisory group and give a voice to the teens and youth of Agoura Hills. Not only will you provide services to the community, you will also develop personal leadership skills. This is a year round opportunity. Your commitment on the teen coalition will include an introduction to leadership, monthly meetings, and participation in city activities and special events. Upon applying for the position, you will also be asked to fill out a supplemental questionnaire followed by an interview with City Staff. Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Monthly Meetings	M/W	TBD	6-7pm & as necessary	9 Teen Coalition Members

ACTIVITIES ASSISTANT AT MEADOWBROOK SENIOR LIVING *AGES 12-17

Enjoy the morning or afternoon with residents from Meadow Brook Senior Living at Agoura Hills. You will engage and participate with them during their daily activities. **Location:** Meadow Brook Senior Living

Activity Name	Day	Date(s)	Time	Positions Available
Activities Assistant	Tu/Th (Alternating)	6/16-8/13	Tu: 9:30-11:30am Th: 1:30-4:40pm	4 per day

BINGO CALLER *AGES 12-17

Did you know that the Agoura Hills Recreation and Event Center offers programs to adults 50+? Come be the BINGO caller for our seniors every Tuesday and Thursday. This is a great job for patient and polite teens.

Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Bingo Caller	Tu/Th	6/16-8/13	12:00pm-3:15pm	1 per day

CITY HALL *AGES 14-17

Gain valuable work experience at City Hall. Job placement for these positions is coordinated by staff at City Hall. Jobs may include: filing, scanning, data entry, and other miscellaneous duties. You will need to be interviewed by City Hall staff and selected for this position. **Location:** Agoura Hills City Hall

Activity Name	Day	Date(s)	Time	Positions Available
City Hall Assistant	M/Tu/W/Th	6/15-8/14	8:00-5:00pm	6

OFFICE WORK *AGES 13-17

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

Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Office	M/T/W/Th/F	6/15-8/14	12:00-3:00pm	1 per day

SPECIAL EVENTS *AGES 11-17

Help us run our annual summer special events! Concerts and Movies in the Park require a lot of "behind the scenes" work, and we would love to have your help! Spend an evening in the park helping staff set-up, maintain, and breakdown the items necessary to run a special event. If you are a teen looking for a lot of hours, this is the job for you. Volunteers will help in the camp area or will help with set up, refreshments and clean up. **Location:** Chumash Park, Morrison Park, Reyes Adobe Park & Forest Cove Park

Activity Name	Day	Date(s)	Time	Positions Available Per Shift
Concert in the Park (Chumash Park)	Sun	6/21	3:00-8:30pm	10

Concert in the Park – Kids/Camp Area	Sun	6/21	5:00-8:00pm	3
Concert in the Park (Chumash Park)	Sun	7/12	3:00-7:00pm	5
Concert in the Park (Chumash Park)	Sun	7/12	6:00pm-10:00pm	5
Concert in the Park – Kids/Camp Area	Sun	7/12	5:00-9:00pm	3
Community Concert Band – AHS PAEC	Sun	7/19	4:00-8:30pm	3
Concert in the Park (Chumash Park)	Sun	8/2	3:00-8:30pm	10
Concert in the Park – Kids/Camp Area	Sun	8/2	5:00-8:00pm	3
Concert in the Park (Chumash Park)	Sun	8/9	3:00-8:30pm	10
Concert in the Park – Kids/Camp Area	Sun	8/9	5:00-8:00pm	3
Movies in the Park (park location will be different for each date)	Sat	6/13, 7/11, 8/8	6:00-9:30pm	2

PHOTOGRAPHER *AGES 15-17

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. Teens who volunteer for this position will be contacted directly by the VIP Coordinator to schedule times to take photos. **Location:** Varies

Activity Name	Day	Date(s)	Time	Positions Available
Camp/Tiny tot/ Rec Club	M-F	Varies	10:00am-11:00am OR 1:00-2:00pm	1 per day
Teen Events & Teen Hangout	F	6/12 (Event) Teen Nights TBD	6:00-9:15pm 1:00pm-2:00pm	1 per event
Reyes Adobe Historical Site	2 nd Sat. of Each Month	6/13, 7/11, 8/8	1:30-2:30pm	1 per day
Special Events (Concerts & Movies)	Sat/Sun	Varies	Varies	1 per event

**All event and activity dates are subject to change.*



VOLUNTEER PROGRAM

ACKNOWLEDGEMENT OF WORKERS’ COMPENSATION

As a volunteer for the City of Agoura Hills, although you are not an employee of the City of Agoura Hills, you are covered under the City of Agoura Hills' workers' compensation plan. The City of Agoura Hills adopted a resolution extending workers' compensation coverage to certain volunteers in specified categories pursuant to Labor Code Section 3363.5. As a volunteer, you are covered under the City of Agoura Hills's workers' compensation plan, which entitles you to exclusive remedy for any injury suffered while performing said volunteer duties.

Here is a section of the resolution for your reference:

City of Agoura Hills, Los Angeles County, California Resolution 91-691 states:

Now, therefore be it resolved that the City Council of the City of Agoura Hills does hereby:

1. Find and determine that the public interest is best served by providing workers compensation coverage for city volunteers as specified by the City Manager, and
2. Provide eligibility for said volunteers for workers compensation benefits which will be applicable during the time the person actually performs volunteer services, provided, however, that the rights of volunteers shall be limited as set forth in the labor code.

If you have any questions regarding the program, please contact Celeste Bird, Administrative Analyst, at (818) 597-7306.



FINGERPRINTING

As required by law, those new to the program need to be fingerprinted **before their first scheduled shift**. Fingerprinting is free through our suggested Live Scan agencies listed below. Teens must bring the **completed form** on the next page, their **Birth Certificate** and a **School ID/Government issued photo ID** to one of the Live Scan offices.

Postal Annex

5737 Kanan Rd
Agoura Hills, California 91301
Phone: (818) 707-9197

Appointments and walk-ins

ACCU-PRINTS

301 Science Dr. Suite 132
Moorpark, CA 93021
(805) 529-5288

Appointments and walk-ins

The Live Scan Agency

29134 Roadside Drive Ste. 106
Agoura Hills, CA 91301
(310) 529-1827

www.livescanagent.com

Appointment only



REQUEST FOR LIVE SCAN SERVICE

[Print Form](#)

[Reset Form](#)

Applicant Submission

A1734 _____ Volunteer _____
ORI (Code assigned by DOJ) Authorized Applicant Type

Volunteer _____
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

City of Agoura Hills _____ 00187 _____
Agency Authorized to Receive Criminal Record Information Mail Code (five-digit code assigned by DOJ)
30001 Ladyface Court _____ Celeste Bird _____
Street Address or P.O. Box Contact Name (mandatory for all school submissions)
Agoura Hills _____ CA 91301 _____ (818) 597-7306 _____
City State ZIP Code Contact Telephone Number

Applicant Information:

Last Name _____ First Name _____ Middle Initial _____ Suffix _____
Other Name _____ First _____ Suffix _____
(AKA or Alias) Last
Date of Birth _____ Sex Male Female
Driver's License Number _____
Height _____ Weight _____ Eye Color _____ Hair Color _____
Billing Number 100229 _____
(Agency Billing Number)
Place of Birth (State or Country) _____ Social Security Number _____
Misc. Number N/A _____
(Other Identification Number)
Home Address Street Address or P.O. Box _____ City _____ State _____ ZIP Code _____

Your Number: N/A _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Employer Name _____ Mail Code (five digit code assigned by DOJ) _____
Street Address or P.O. Box _____
City _____ State _____ ZIP Code _____ Telephone Number (optional) _____

Live Scan Transaction Completed By:

Name of Operator _____ Date _____
Transmitting Agency _____ LSID _____ ATI Number _____ Amount Collected/Billed _____

***Staff: Detach Here**



Teen V.I.P. 2020 Volunteer Application

Volunteer Name:		
Address:		
City:	Zip Code:	
Home Phone:	Cell Phone:	
Volunteer Email:	DOB:	Age:
What day is your last day of school?	Are you a returning VIP?	
School you attended last year:	Grade & School (going into):	
Parent/Guardian:	Parent Email:	
Address:		
City:	Zip Code:	
Phone Number:	Cell Number:	
Emergency Contact:	Phone Number:	Relationship:

**Email will be the main form of communication. Be sure to put email addresses that can be checked daily.*

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

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? _____

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

Why do you want to be a Teen Volunteer? _____



Date: March 1, 2020
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 and Event Center at (818)597-7361.

Parent Name (Please Print)

Signature



CITY OF AGOURA HILLS
PARENT AUTHORIZATION PICK-UP NOTICE

I understand that as a part of the City of Agoura Hills Department of Community Services “Teen V.I.P Program” I must inform staff if anyone other than myself will be picking up my child/children. The following people are the only people that I permit to pick up my child/children. I understand that if someone **NOT** listed on this form tries to pick up my child/children, “City of Agoura Hills” staff will **NOT** allow my child/children to leave the site without a written notice signed by me.

Volunteer Name:

Name	Relationship to Child	Contact Phone Number

Please circle Yes or No to the following statements:

1. My child can sign themselves in & out. **Yes No**
If no, please explain _____
2. My child can meet me at the car to be picked up. **Yes No**
If no, please explain _____
3. My child can walk or ride their bike home. **Yes No**
If no, please explain _____

Parent/Guardian Signature	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
- **Note:** 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 _____



2020 Activity Selection

Name:	Age:
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What is the **FIRST** date you are available to volunteer? : _____

What is the **LAST** date you are available to volunteer? : _____

Approximately how many hours would you like to volunteer a week? : _____

Referring to the activities listed on pages 2-4 of this packet, list the activities you would like to work this summer - **in order of priority**.

**Due to high demand, requesting an activity does not guarantee your place, and we cannot guarantee the requested number of hours each week.*

List the Activity name with the dates and times preferred, or if no preference, write "Open".

1. **Activity:** _____ **Dates/Times:** _____

2. **Activity:** _____ **Dates/Times:** _____

3. **Activity:** _____ **Dates/Times:** _____

4. **Activity:** _____ **Dates/Times:** _____

5. **Activity:** _____ **Dates/Times:** _____

6. **Activity:** _____ **Dates/Times:** _____

Please list vacation dates and/or other foreseeable schedule conflicts:

Date (From)	Date (To)	# of Day(s)	OR # of Week(s)
1.			
2.			
3.			
4.			
5.			