



Summer 2017

VolunTEEN Program Application Packet

Thank you for your interest in the City of Mesquite's Summer VolunTEEN Program!
In order for your application to be considered, please complete the following steps:

1. Review the **VolunTEEN Program, Application and VolunTEEN Contract** with your parent/ guardian.
2. Complete and sign the application and return all items together by **Friday, April 7, 2017 at 5:00 p.m.** to any Recreation Center or the Parks and Recreation Administration Office. Postmarks will NOT be accepted.
3. A **Teacher Recommendation Form** is also included in this packet. This form is to be completed by a teacher from the current school year. Completed Teacher Recommendations can be submitted with the completed application or can be mailed. If mailed, letters must be received by **Friday, April 7, 2017**. Letters should be mailed to the Parks and Recreation Administration Office at P.O. Box 850137 Mesquite, TX 75185-0137.
4. Upon receipt of the above materials, your information will be reviewed and you will be contacted during the **week of April 17, 2017** regarding a potential interview.

**For questions, please contact the VolunTEEN Program Coordinator,
Amber Sotelo, at (972) 204- 4976.**

City of Mesquite Parks and Recreation Department

VOLUNTEEN PROGRAM

PURPOSE:

- To provide an opportunity for teens to work side by side with the recreation staff in the City's summer programs and camps. Staff will emphasize leadership development, teamwork, and professionalism.
- To provide an opportunity for teens to be involved in the community and make a difference in recreation programs while earning community service credit.

PROGRAM DESCRIPTION:

- VolunTEENS will be assigned to one of several recreational summer programs; BLAST Summer Camp, All Star Sports Camp, Camp Rorie Galloway, and special events. VolunTEEN's will be supervised while assisting with the planning and facilitation of these programs.
- VolunTEENS must be able to commit to working all hours assigned, with the exception of up to two weeks of pre-approved vacation time.
- After successful completion of the VolunTEEN Program, VolunTEENS may request letters of recommendation for future employment and/or scholarships.

SELECTION PROCEDURE:

- VolunTEEN applications are available at any recreation center, The Parks and Recreation Administration office or online at www.cityofmesquite.com
- VolunTEENS must be between the ages of **14-17 years old** (as of June 5, 2017) and may not turn 18 years old before August 25, 2017.
- Qualified applicants will be invited to participate in a 15-minute panel interview.
- VolunTEENS will be selected for their assignments based on their maturity, skill sets, leadership experience, and schedule availability. It is at staff's discretion to place or not place VolunTEENS in a specific program.

RESPONSIBILITIES:

- VolunTEENS must adhere to the rules and behavioral policies outlined in the **VolunTEEN Contract**.
- VolunTEENS must attend all mandatory trainings, meetings, and scheduled shifts.
- VolunTEENS will show respect towards the staff, their peers, and the participants with whom they work.
- VolunTEENS will participate and complete the tasks assigned to them to the best of their ability.

IMPORTANT DATES

Friday, April 7:	Applications due by 5:00pm
Week of April 17:	Scheduling of interviews
April 24 - May 5:	Interviews
Week of May 8:	Notification of VolunTEEN status
Tuesday, May 16:	Mandatory VolunTEEN Parent Meeting at the Evans Rec Center 6:45 pm
Saturday, May 20:	Mandatory Training Day 9:30am-2:30pm
Saturday, June 10:	Summer Sizzle
Thursday, August 17:	VolunTEEN Recognition Banquet at Evans Recreation Center

City of Mesquite Parks and Recreation Department
VOLUNTEEN APPLICATION 2017

NAME: _____ AGE: _____ (as of 6/5/17) BIRTH DATE: _____

ADDRESS: _____ EMAIL: _____

CITY: _____ ZIP CODE: _____

HOME PHONE: _____ GUARDIAN NAME & CELL: _____

SCHOOL (CURRENT): _____ GRADE (CURRENT): _____ T-SHIRT SIZE: _____

School activities I have participated in:

Other related activities (church, scouts, service clubs, etc.):

Please describe any other interests or hobbies:

Dates of summer vacations or other activities (sports camps, band practice, etc.)? _____

Please note: You must list any dates that may conflict with fulfilling your duties as a VolunTEEN. These dates will be considered when reviewing your application. More than two weeks of vacation may disqualify you from the selection process.

Have you worked previously as a Counselor in Training (CIT) or volunteered in any capacity for the City of Mesquite? **YES** or **NO** (please circle one). If yes, when, where, and what were your prior experiences?

Have you ever been a participant in a City of Mesquite summer camp program? YES or NO (please circle one). If yes, what year(s) and what location(s)?

State why you would like to become a VolunTEEN and note your qualifications:

State what you expect to get out of being a VolunTEEN:

On a **scale of 1-4** (1 being the highest), please indicate your preference of program for which to volunteer.

 BLAST Summer Camp

Work directly with campers in a fun and active setting. VolunTEENS will motivate campers on the playground, engage in daily activities, set-up gym games, assist with snack and lunch, plus supervise campers on field trips and at the pool.

- **Locations:** Evans or Rutherford Recreation Centers
- **Program Dates:** June 5 - August 25, 2017 (*no camp July 4*)
- **Times:** Monday – Friday: 7:00am- 6:00pm *VolunTEENS will be assigned various shifts*
- **Approximately 12-20 hours per week, 150 hours total**
- **12 Positions Available**

 All Star Sports Camp

Work directly with campers as they explore a new sport each week. VolunTEENS will assist in running drills, games and activities; set-up gym and field games; assist with snack and lunch, plus supervise campers on field trips and at the pool.

- **Location:** Dunford Recreation Center
- **Program Dates:** June 5 - August 25, 2017 (*no camp July 4*)
- **Times:** Monday – Friday: 7:00am- 6:00pm *VolunTEENS will be assigned various shifts*
- **Approximately 12-20 hours per week, 150 hours total**
- **6 Positions Available**

Camp Rorie Galloway

Work directly with campers as they explore the great outdoors. VolunTEENS will assist in facilitating games and activities; set-up crafts and group games; assist in leading hikes, archery activities and ropes course activities. VolunTEENS will also assist with snack and lunch, plus supervise campers on field trips and at the pool.

- **Location:** Camp Rorie Galloway
- **Program Dates:** June 12 - August 25, 2017 (*no camp July 4*)
- **Times:** Monday – Friday: 7:00am- 6:00pm *VolunTEENS will be assigned various shifts*
- **Approximately 12-20 hours per week, 150 hours total**
- **6 Positions Available**

Summer Programming & Athletics

Work with City staff in coaching and teaching youth sports such as basketball, volleyball and soccer. Also, assist in facilitating special events such as Movies in the Park. This is a lower time commitment position; the required activities are listed below:

- **Movies in the Park** June 23, July 21, August 19 6:30-10:00 p.m.
- **Doggie Splash Day** August 12 7:00 a.m.-1:00 p.m.
- **Little Rookies Sports** Saturday mornings; June 3-July 1 and July 8-August 5
- **Youth Volleyball Camp** July 31-August 4 6:15-8:45 p.m.
- **Youth Basketball Camp** July 24-28 6:15-8:45 p.m.
- **Approximately 65 hours**
- **5 Positions Available**

Summer Sizzle- ALL VolunTEENS

Saturday, June 10, 2017

VolunTEENS will assist in children's game areas and will be assigned work shifts between 8:00am-9:00pm.



2017 VOLUNTEEN CONTRACT

Please place your initials on the line next to each statement indicating that you have read and agree to adhere to our policies.

As a 2017 Summer VolunTEEN for the City of Mesquite Parks and Recreation Department,

I, _____,
(Print name)

- _____ Will be **punctual** for all programs, special events, and meetings. (If you are unable to attend any mandatory training days for the program for which you wish to volunteer, you may forfeit your position as a VolunTEEN and may not be eligible to collect any community service hours you may have performed).
- _____ Will show **respect** towards the staff, my peers, and the participants with whom I work. Inappropriate behavior or offensive language is not to be used at any City activity or event.
- _____ Will be **dependable** by working all shifts that I am scheduled for and will give 24 hour notice to my supervisor if a problem arises which would prevent me from performing my duties.
- _____ Will **actively** participate and complete the tasks assigned to me to the best of my ability.
- _____ Will make **efficient** use of my time by seeking out ways in which I may help others after completion of my own responsibilities.
- _____ Will **dress** appropriately (VolunTEEN t-shirt and/or other required attire) and maintain a clean appearance. (Khaki shorts/pants, VolunTEEN Badge)
- _____ Will **notify** staff should a personal problem cause you to be unable to perform your duties as a VolunTEEN.
- _____ Will maintain a positive attitude and remain flexible to change.

continued

Failure to comply with the VolunTEEN Contract will result in the following consequences:

1st Violation

Verbal warning and review of contract. Staff will discuss the inappropriate behavior/conduct with the volunTEEN and review the expectations and responsibilities of their position.

2nd Violation

Staff will make a **phone call to parent to discuss inappropriate behavior/conduct and/or failure to meet the expectations and responsibilities of the VolunTEEN Program.**

3rd Violation

Reduction of hours and in office meeting between staff, volunTEEN, and parent/guardian.

4th Violation

Dismissal of volunTEEN.

- Violations will be noted on the volunTEEN's formal evaluation at the end of the summer.
- The Recreation Department reserves the right to handle extreme violations of the VolunTEEN Contract with their own discretion.
- In situations where the volunTEEN's actions jeopardize the safety of anyone involved in our programs, the volunTEEN will be immediately dismissed.

I, _____, have read the above policies and understand that violation of the VolunTEEN Contract rules may result in disciplinary action, up to and including my removal from the VolunTEEN program.

VolunTEEN Name (print)

VolunTEEN Signature

Date

Parent/Guardian Name (print)

Parent/Guardian Signature

Date



City of Mesquite Parks and Recreation Department
VOLUNTEEN PROGRAM

TEACHER RECOMMENDATION

The VolunTEEN Program provides an opportunity for teens to work alongside recreation staff in the City's summer programs and camps. As a key component in the success of our Summer VolunTEEN Program, VolunTEENS are expected to be mature, responsible, and reliable individuals capable of working well with others. In order to ensure these qualities, we require each applicant to submit a teacher recommendation, which will be considered when his/her application is reviewed. This evaluation is a confidential document, which will help us determine the individual's strengths and weaknesses. Please be sure to record some of your own personal comments, as this could be a determining factor in whether or not an individual is accepted into our VolunTEEN program. Your time and thoughts are greatly appreciated. Please contact (972) 204-4976 with any questions.

Student's Name: _____
Teacher's Name: _____ Subject Taught: _____
School Name: _____ School Phone Number: _____
School Address: _____

Please rate on a scale of 1 - 5:	1 = Needs Improvement	5 = Excellent
Ability to complete tasks in a timely fashion	1 2 3 4 5	
Attitude towards peers and teachers	1 2 3 4 5	
Ability to work well with others	1 2 3 4 5	
Maturity and recognition of personal responsibilities	1 2 3 4 5	
Responds well to direction	1 2 3 4 5	
Responds well to discipline	1 2 3 4 5	
Is punctual and has a good attendance record	1 2 3 4 5	
Maintains a positive attitude	1 2 3 4 5	

Overall recommendation: (check one) RECOMMEND DO NOT RECOMMEND

Please write a few comments about this student (attach additional page if needed):

Recommendations must be received by Friday, April 7, 2017 at 5pm.
City of Mesquite Parks and Recreation Department
Attn: VolunTEEN Program
P.O. Box 85137
Mesquite, TX. 75185-0137