



City of
Agoura Hills

SUMMER
2016

Teen V.I.P Program Packet

Teens Inspire Progress

The Summer 2016 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. We look forward to providing teens with an exciting and

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.

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

Orientation Meeting

You will be required to attend the **MANDATORY** orientation meeting, 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. The meeting will take place at the:

Saturday, June 4, 2016 at 9:00am

Agoura Hills Recreation and Event Center

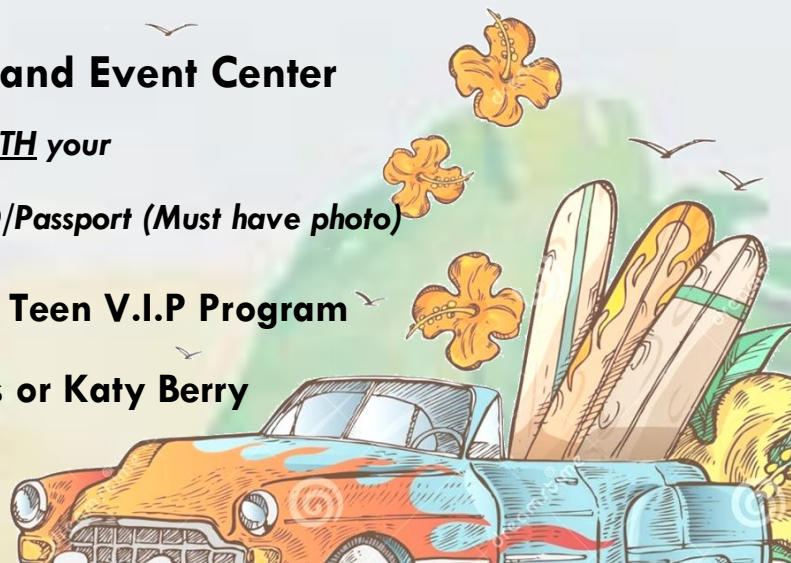
You will need **BOTH** your

Birth Certificate and School ID/ C.A. ID/Passport (Must have photo)

For more information on the 2016 Teen V.I.P Program

Please contact Jacob Broyles or Katy Berry

(818)597-7361





Teen V.I.P. 2016 Volunteer Application

Name _____

Address _____

City _____ Zip Code _____ Cell/Home _____

Email (volunteer) _____

Email (parent) _____

School you attend _____ Grade _____ Age _____ DOB _____

Name of Parent or Guardian _____ Work Number _____

Cell Phone _____ Email _____

Name of Parent or Guardian _____ Work Number _____

Cell Phone _____ Email _____

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

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 2x Large

Teen Signature _____

Date _____

2016 Activity Selection

Name: _____ Age: _____

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 _____

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



Date: April 1, 2016
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
Teen V.I.P. 2016 Volunteer Program
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.

Child's/Children's Name:

1. _____
Name Relationship to Child Phone

2. _____
Name Relationship to Child Phone

3. _____ Name
Relationship to Child Phone

4. _____
Name Relationship to Child Phone

Please check all that apply:

- My child may sign themselves in and/or out**
- My child may walk home**
- My child may ride his/her bike or drive home**
- My child may meet me at my car to be picked up**
- Other:** _____

Parent's 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

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_____

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 & playground sand! Hardworking and helpful volunteers are perfect for the job. **There will be a mandatory Tiny Tot Camp orientation held on June 11th at the Agoura Hills Recreation and Event Center at 10:00am.**

Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Tiny Tot	M/W/F	6/13-8/12	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 that is held Monday - Friday all summer long at the Agoura Hills Recreation & Event Center. 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. **There will be a mandatory Rec Club Camp orientation held on June 11th at the Agoura Hills Recreation and Event Center at 10:00am.** Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Rec Club	M/Tu/W/Th/F	6/6-8/19	8:30am-12:45pm or 12:45-4:00pm	2 per day

REC CLUB ON THE GO *AGES 14-17

Rec Club on the Go is a day camp for children ages 5-11. We take the City's Shuttle or a school bus to local attractions like Golf N Stuff, Build A Bear, the movies, etc. Volunteers will be responsible for assisting camp staff with camper supervision while traveling to the trip locations, ensuring the campers are having a fun and positive camp experience. Bring a lunch while attending the full day program. **Volunteers attending on the go excursions will be required to pay for their venue admission on the trip.** Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Rec Club On the Go Full day	Wed	7/20	8:45-4:15pm	1 per day (\$25 extra)
Rec Club On the Go Afternoon	Tu/TH	6/7-8/18	12:00-4:15pm	1 per day (\$12.50 extra)

TEEN HANG OUT *AGES 14-17

The garage is a teen space designed specifically for teenagers to come hang out after school to enjoy events and activities on the weekend. The garage provides a fun place for teenagers to hang out with friends, do their homework, play video games, play ping pong, foosball, watch movies on two 70 inch televisions, and more! Volunteers will engage in activities with the children and lead arts and crafts or games. Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Teen Hang Out	M/W/F	6/13-8/19	1:00-5:00pm	1 per day

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
Leadership Orientation	T/W/TH	7/26-7/28 & 8/2-8/4	1:00-4:00pm	9 Teen Coalition Members
Monthly Meetings	Wednesday	TBD	TBD	9 Teen Coalition Members

RECREATIONAL CLASSES *AGES 13-17

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. No class on 7/2. Location: Morrison Park

Activity Name	Day	Date(s)	Time	Positions Available
Tot T-ball	Sat	6/18-7/30	10:40-11:40am	2
Bitty Basketball	Tue	6/21-7/26	4:15-5:30pm	2
Parent N' Me Sports & Games	Sat	6/18-7/30	8:45-9:45am	2
Tot-Soccer	Tue	6/21-7/26	3:15-4:30pm	2
Tot-Soccer	Sat	6/18-7/30	9:40-10:40am	2

HELPING ADULTS/SENIORS GO HIGH-TECH *AGES 14-17

Give back to your community by teaching adults/seniors how to use and feel comfortable with their cell phone, ipad, tablet, smart phone, etc. Participants will bring their own devices and you will assist them with questions they have on how to use them. Location: MeadowBrook Senior Living

Activity Name	Day	Date(s)	Time	Positions Available
Technology assistant (Summer)	Mon	6/20, 6/27, 7/11, 7/18, 7/25, 8/1, 8/8	10:00am-12:00pm	2-3
Technology assistant (School Year- September-May)	Sat	1 st and 3 rd Saturday of the month	1:30-3:30pm	3

ACTIVITIES ASSISTANT AT MEADOWBROOK SENIOR LIVING *AGES 12-17

Enjoy the afternoon with residents from MeadowBrook Senior Living at Agoura Hills. You will engage and participate with them during their afternoon activities. Sample of activities include: BINGO, arts and crafts, cooking, and board games. Location: MeadowBrook Senior Living

Activity Name	Day	Date(s)	Time	Positions Available
Activities Assistant	Tue	6/14,6/21,6/28 7/5, 7/12, 7/19, 7/26 8/2, 8/9	1:30-4:30pm	2 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'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, this is the job for you. Volunteers for the camp area will help with set up, refreshments and clean up. Location: Varies

Activity Name	Day	Date(s)	Time	Positions Available
Concert in the Park	Sun	6/19	3:00-8:30pm	10
Concert in the Park – Camp Area	Sun	6/19	5:00-8:00pm	3
Concert in the Park	Sun	7/10	3:00-9:30pm	10
Concert in the Park – Camp Area	Sun	7/10	5:00-8:00pm	3
Community Concert Band – AHS PAEC	Sun	7/24	4:00-8:30pm	4
Concert in the Park	Sun	8/7	3:00-8:30pm	10
Concert in the Park – Camp Area	Sun	8/7	5:00-8:00pm	3
Concert in the Park	Sun	8/21	3:00-8:30pm	10
Concert in the Park – Camp Area	Sun	8/21	5:00-8:00pm	3
Movies in the Park (Reyes Adobe Historical Site)	Sat	7/9	6:00-10:00pm	4
Movies in the Park (Reyes Adobe Park)	Sat	9/10	5:30-10:00pm	4

CITY HALL *AGES 15-17

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 must have an interview with the City Hall staff and be selected for this position. Location: Agoura Hills City Hall.

Activity Name	Day	Date(s)	Time	Positions Available
City Hall Assistant	M/Tu/W/Th	5/31-8/19	8:00-5:00pm	4 max

OFFICE WORK *AGES 13-17

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! Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Office	M/Tu/W/Th/F	6/13-8/19	12:00-3:00pm	1 per day

BINGO CALLER *AGES 12-17

Did you know that the Agoura Hill Recreation and Event Center is also a Senior Center from 8:00am-3:00pm? 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. Location: Recreation Center

Activity Name	Day	Date(s)	Time	Positions Available
Bingo Caller	Tu/TH	6/21-8/18	11:45am-3:00pm	1 per day

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. Job placement is coordinated by VIP coordinator, and a follow up call will be made after the schedules come out. Must have your own camera. Location: Varies

Activity Name	Day	Date(s)	Time	Positions Available
Camp/ Recreational Classes	Mon-Sat	Varies	Varies	1
Teen Events	Fri	Varies	6:00-8:00pm	1
Reyes Adobe Historical Site	Sat	6/11, 7/9, 8/13	1:30-2:30pm	1
Special Event & Adult Sports	Thur/Sat/Sun	Varies	Varies	1