



Chino Hills Recreation **Volun**teens



VOLUNTEEN PROGRAM INFORMATION

Thank you for your interest in the Summer 2023 Chino Hills VolunTeen Program!

As a VolunTeen you may find yourself engaging with campers in outdoor games, leading crafts at a Mobile Recreation site, helping at a special event like Concerts and Movies in the Park, or coaching youth sports at one of our parks.

These activities will give you valuable leadership and work skills that will be helpful to future jobs in any field. At the end of the summer, VolunTeens will receive a certificate of appreciation (indicating your total hours volunteered), a letter of recommendation, and recognition at a City's Parks & Recreation Commission meeting. VolunTeens will also be rewarded with a group field trip at the end of the summer to celebrate all their hard work.

ELIGIBILITY REQUIREMENTS

Applicants must be in grades 9 through 11 as of fall 2023, reside in or attend a high school in Chino Hills, and be available to volunteer a minimum of 10 to 25 hours per week starting Monday, June 5.

Only the first 64 applications will be considered for the program and up to 44 teens will be accepted. Applicants will be required to interview before being formally accepted into the program. Interviews will be held on **Wednesday, May 3 and Thursday, May 4** after school. Upon submittal of your application, you will be able to schedule your interview date and time.

All accepted VolunTeens will be required to attend a mandatory orientation and CPR/First Aid Training on Friday, June 2.

APPLICATION PROCESS

The application period has been extended to Monday, May 1 at 8:00 p.m. Applications must be submitted in-person to the Chino Hills Community Center located at 14250 Peyton Drive. Online applications are fillable and are encouraged to be typed.

1. The Application and Availability Forms must be completed by the VolunTeen applicant and not a parent or guardian. Applications on the website are fillable documents and are encouraged to be typed.
2. Submit both forms to the Chino Hills Community Center during the application period.
3. Upon submission of application, the applicant will choose an interview date and time.
4. An email reminder with your interview date and time will be sent the week of April 24.



**For questions regarding this application or the VolunTeen Program,
Please contact the program coordinator at (909) 364-2701 or jvelasco@chinohills.org.**



Chino Hills Recreation
Volunteens
APPLICATION FORM



VOLUNTEEN INFORMATION

Name: _____ Birthdate: / /
D D / M M / Y Y

Full Address: _____ Age: _____

VolunTeen Cell: _____ Email: _____
(Required for CPR/First Aid)

School Name: _____ Grade Level: 9th 10th 11th 12th
(2023/24 school year)

Parent/Guardian: _____
Name

Parent/Guardian: _____ Parent/Guardian: _____
Primary Phone Primary Email

Adult T-Shirt Size: S M L XL Have you been a VolunTeen in the past? Yes No
(circle one)

Are you applying for a job with the City of Chino Hills this summer? Yes No

Are you related to anyone who works for the City of Chino Hills? Yes No

If so, who? _____

2023 VOLUNTEEN GUIDELINES

BE A RESPONSIBLE VOLUNTEEN

- Always be on time to your shifts.
- Be prepared to work.
- Follow the dress code.
- Take the initiative to interact with the program participants and assist City Staff.
- Effectively communicate with your site leader.

WORKING WITH THE YOUTH AND THE COMMUNITY

- Be friendly.
- Be helpful.
- Have a positive attitude.
- Always be kind and patient.
- Be a leader and positive role model.
- Always think safety first.

I hereby certify that all statements in this application are true and complete to the best of my knowledge. I understand that if selected as a VolunTeen, too many changes to the availability I have provided may result in termination from the City of Chino Hills VolunTeen Program.

I understand and am committed to these guidelines.

 VolunTeen Signature

 Date

 Parent Signature

 Date

Office Use Only

Date: _____

Time: _____

Staff Name: _____

ALL APPLICATIONS AND AVAILABILITY FORMS MUST BE SUBMITTED IN PERSON TO THE CHINO HILLS COMMUNITY CENTER, 14250 PEYTON DRIVE.



Chino Hills Recreation
Volunteers
AVAILABILITY FORM



It is the responsibility of all VolunTeens to be open and honest about your availability throughout the summer. To minimize any confusion and conflict with the on-site supervisor, we have provided the typical shifts a VolunTeen would work at one of our five summer program sites/events. Use this form to share your summer availability and tell us your preferred work assignments.

PROGRAM INTEREST

Rank the programs you are interested in volunteering for from 1-4, with 1 being your first choice. Rankings will be taken into consideration for program placement, however, there are no guarantees.

Day Camp*: _____ Mobile Recreation: _____ Youth Sports: _____ Special Events: _____

*VolunTeens who are placed at Day Camp will NOT be attending any of the field trips.

Please circle the number of hours you are available to volunteer during the week:

10 -15 15 - 20 20 - 25

AVAILABILITY INFORMATION

To the best of your knowledge, please share your availability. Write in each square what shifts you are available to work, mornings, afternoons, or open if you can work either. Include any days that you will need off for vacations, sport camps, etc. Staff will refer to this when creating the schedules. This sheet must be filled out completely and submitted with your application.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 June 5-9					
Week 2 June 12-16					
Week 3 June 19-23					
Week 4 June 26-30					
Week 5 July 3-7		CLOSED			
Week 6 July 10-14					
Week 7 July 17-21					
Week 8 July 24-28					
Week 9 July 31-Aug 4					

Mandatory program orientation & CPR/First Aid Training on June 2

Examples of Program Shift Schedules

	Morning Shifts	Afternoon Shifts
Summer Day Camp Monday-Friday	8:00 a.m. to 12:30 p.m.	12:30 p.m. to 5:00 p.m.
Mobile Recreation Monday-Friday	8:30 a.m. to 12:30 p.m.	N/A
Youth Sports Monday-Saturday	8:30 a.m. to 11:30 a.m. Saturday	2:30 p.m. to 5:30 p.m. Monday-Friday
Special Events		
Concerts in the Park Wednesdays	N/A	3:30 p.m. to 8:30 pm
Movies in the Park Thursdays	N/A	5:30 p.m. to 8:30 p.m.

Schedules subject to change