

City of Whittier Parks, Recreation & Community Services Department

VolunTEEN Program: Summer 2024

PROGRAM DESCRIPTION

The VolunTEEN program is a mentorship and leadership-training program for Whittier teens ages 14-17 (during Summer program dates). VolunTEENS work alongside our trained City of Whittier recreation staff members who emphasize leadership development, teamwork, and professionalism. VolunTEENS will have an opportunity to gain valuable life and work skills and earn service credit, all while making a difference in their community! (VolunTEENS can choose to work a variety of City of Whittier youth programs and special events to assist with the planning and facilitation of staff-supervised recreational activities for participants ages 5-13.)

VolunTEEN RESPONSIBILITIES

Required to adhere to the rules and behavioral policies outlined in the VolunTEEN Code of Conduct. (See attachment during application.)
Show respect towards program staff, peers, and participants while participating and completing assigned tasks to the best of their ability.

MONDAY TRAINING MEETINGS (MANDATORY)

Meetings will teach VolunTEEN to follow the City's program and safety guidelines, as well as learning various life and job skills to help prepare for future employment.

These mandatory training meetings are held Mondays from 2:30pm-4:30pm at the Whittier Community Center, during summer programming. (Each Monday for 9 weeks: 6/10, 6/17, 6/24, 7/1, 7/8, 7/15, 7/22, 7/29, 8/5.)

Those unable to attend meetings will not be selected for program. A missed meeting due to a planned vacation, requires prior approval from the VolunTEEN Program Specialist.

VolunTEEN GENERAL WORK SCHEDULE

Staff members assign VolunTEEN to programming based on abilities, leadership experience, availability and VolunTEEN preference of program location.

Once VolunTEENS choose their schedule, they must commit to working those assigned hours with exception of up to a two-week, pre-approved vacation.

City of Whittier Summer Youth Programming: Site Locations and Hours of Operation

City of Whittier Parks: Anaconda, Michigan, Palm, Parnell (12:30pm-5:00pm)

City of Whittier Facilities: Palm Park Aquatic Center, Whittier Community Center (7:30am-5:30pm)

(VolunTEEN work hours and assignments based on VolunTEEN preference, availability and ability to arrive to location.)

CITY OF WHITTIER SPECIAL EVENTS SCHEDULE

VolunTEENS are HIGHLY encouraged to work a minimum of 1 special event.

Fire Work Show: July 4th. 4:00pm-9:30pm. York Field

Movie Nights: Saturday evenings, June-August Dates TBD. Location TBD @Whittier Parks

Concerts in the Park: Monday & Thursday evenings, June-August Dates TBD. Location TBD @Whittier Parks

COMPLETION OF VOLUNTEEN SUMMER PROGRAM

After successful completion of the Program, each VolunTEEN will receive verification of hours and a certificate of completion. VolunTEENS may request letters of recommendation for future employment and/or scholarships. VolunTEENS may continue program during school year WYN Club if desired.

SELECTION PROCEDURE: APPLICATIONS DUE FRIDAY, MAY 10, 2024

PART 1: Submit initial VolunTEEN participant information on www.whittierrec.com (OPENS APRIL 22, 2024)

PART 2: EMAIL VolunTEEN Availability, Questionnaire & signed Code of Conduct to youth.services@cityofwhittier.org

FULL AND COMPLETED APPLICATIONS submitted before deadline will be notified week of Monday, May 20, 2024.

If accepted: VolunTEEN & Parent Meeting: Wednesday, June 5th. 6:30pm-7:30pm. Whittier Community Center