



# *2018 Application*

# IMPORTANT V.I.P. INFORMATION

The Summer 2018 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.

Turn in the completed application, along with your **\$25.00** registration fee, to the Agoura Hills Recreation & Event Center by the application deadline on **Friday, May 18, 2018 by 4:00pm.**

## Orientation Meeting

Teens are 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 be fingerprinted at this time. Teens must bring their **Birth Certificate** and a **School ID/Government issued photo ID**. The meeting will take place on:

**Saturday, June 2<sup>nd</sup>, 2018 at 10:00am**

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

**For more information on the 2018 Teen V.I.P. Program, please contact:**

**Kaitlyn Roush at [kroush@ci.agoura-hills.ca.us](mailto:kroush@ci.agoura-hills.ca.us)**

**OR Nick Newkirk at [nnewkirk@ci.agoura-hills.ca.us](mailto: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 2, 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	6/18-8/17	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 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 2, 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	6/4-8/17	9am-12:30pm or 12:30-4:00pm	2 per day

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

The City of Agoura Hills TPAC (Teen Planning Advisory Committee) intend 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

***\$25.00 Supplies/ Materials fee due at time of acceptance.***

Activity Name	Day	Date(s)	Time	Positions Available
Monthly Meetings (Follows LVUSD)	M	TBD	5:45-6:45pm	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

***\$25.00 Supplies/ Materials fee due at time of acceptance.***

Activity Name	Day	Date(s)	Time	Positions Available
Monthly Meetings (Follows LVUSD)	M/W	TBD	6:45-8:45pm	9 Teen Coalition Members

### **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. The garage provides a fun place for teenagers to hang out with friends, do their homework, and 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	6/11-8/17	1:00-5:00pm	1 per day

### **ACTIVITIES ASSISTANT AT MEADOWBROOK SENIOR LIVING \*AGES 12-17**

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

Activity Name	Day	Date(s)	Time	Positions Available
Activities Assistant	Tu	TBD	2:00-3:30pm	4 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	6/19-8/16	12:00pm-3:00pm	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	6/4-8/16	8:00-5:00pm	6

### **OFFICE WORK \*AGES 13-17**

Work at the front desk of the Agoura Hills Recreation 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	6/11-8/16	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 for the camp area will help with set up, refreshments and clean up. **Location:** Varies

<b>Activity Name</b>	<b>Day</b>	<b>Date(s)</b>	<b>Time</b>	<b>Positions Available</b>
Concert in the Park	Sun	6/17	3:00-8:30pm	10
Concert in the Park – Camp Area	Sun	6/17	5:00-8:00pm	3
Concert in the Park	Sun	7/8	3:00-7:00pm	5
Concert in the Park	Sun	7/8	6:00pm-10:00pm	5
Concert in the Park – Camp Area	Sun	7/8	5:00-9:00pm	3
Community Concert Band – AHS PAEC	Sun	7/22	4:00-8:30pm	4
Concert in the Park	Sun	8/5	3:00-8:30pm	10
Concert in the Park – Camp Area	Sun	8/5	5:00-8:00pm	3
Concert in the Park	Sun	8/19	3:00-8:30pm	10
Concert in the Park – Camp Area	Sun	8/19	5:00-8:00pm	3
Movies in the Park (Reyes Adobe Historical Site)	Sat	7/14	6:00-10:00pm	3
Movies in the Park (Reyes Adobe Park) Set-up, clean-up, camp, concessions.	Sat	5/12, 9/8	5:30-10:00pm	4

## **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. The VIP coordinator coordinates job placement, and a follow up call will be made after the schedules come out. Must have your own camera. **Location:** Varies

<b>Activity Name</b>	<b>Day</b>	<b>Date(s)</b>	<b>Time</b>	<b>Positions Available</b>
Camp/ Recreational Classes (Camp Days/ Tiny tot/ Rec Club)	M	7/2,8/6	10:00am-11:00am	1
Camp/ Recreational Classes (Camp Days/ Tiny tot/ Rec Club)	Tu	6/12, 7/9, 8/14	10:00am-11:00am	1
Camp/ Recreational Classes (Camp Days/ Tiny tot/ Rec Club)	W	6/6, 7/25	10:00am-11:00am	1
Camp/ Recreational Classes (Camp Days/ Tiny tot/ Rec Club)	Th	6/21, 7/12	10:00am-11:00am	1
Camp/ Recreational Classes (Camp Days/ Tiny tot/ Rec Club)	F	6/29, 7/20	10:00am-11:00am	1
Teen Events & Teen Hangout	F	TBD	6:00-9:15pm 1:00pm-2:00pm	1
Reyes Adobe Historical Site	Sat	6/9, 7/7, 8/11	1:30-2:30pm	1
Special Event	Th/Sat/Sun	Varies	Varies	1
Movie Night – Camp	Sat	8/4	6:30-8:00pm	1



## **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's 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.



## Teen V.I.P. 2018 Volunteer Application

<b>Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>Zip Code:</b>	
<b>Home Phone:</b>	<b>Cell Phone:</b>	
<b>Email: (Volunteer)</b>	<b>DOB:</b>	<b>Age:</b>
<b>Are you a returning VIP:</b>		
<b>School you attend:</b>	<b>Grade:</b>	
<b>Parent/ Guardian:</b>	<b>Email: (Parent)</b>	
<b>Address:</b>		
<b>City:</b>	<b>Zip Code:</b>	
<b>Phone Number:</b>	<b>Cell Number:</b>	
<b>Emergency Contact:</b>	<b>Relationship:</b>	

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?

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

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Teen Signature

Date





**Date:** April 2, 2018  
**To:** The Parent(s) and/or Guardian(s) of Teen Volunteers  
**From:** Celeste Bird, Administrative Analyst  
**Subject:** Fingerprinting of Teen Volunteers

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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.

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Parent Name (Please Print)

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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.

**Participant(s) Name:**

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Name	Relationship to Child	Contact Phone Number

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/ 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

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\_\_\_\_\_



## 2018 Activity Selection

<b>Name:</b>	<b>Age:</b>
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**Approximately how many hours would you like to volunteer a week: \_\_\_\_\_**

Referring to the activities listed on pages 8-11 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.

Please include "back-up" options in your list. Thank you!

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)

Dates (From – To)	Time(s)	Day(s)	Week(s)