

Burlington Recreation Department Summer 2011 Volunteer



GENERAL STATEMENT OF DUTIES:

This is a volunteer position, where, under the direction of staff members, you will learn about the responsibilities of a child leadership position in a recreational setting.

RESPONSIBILITIES

1. Serve as an unpaid helper in Recreation Department programs or events under the direction of Recreation Department staff members.
2. Assist in the following: Planning and running children's activities, proper set-up and clean-up for activities, maintaining equipment in safe working order, and maintaining facility.
3. Immediately report accidents, injury, or any unsafe conditions to your program director.
4. Notify your program director in advance if you will be absent from the program.
5. Attend volunteers' meetings for the program and participate in summer staff orientation.
6. Demonstrate a high level of enthusiasm, leadership ability, and maturity.
7. Have an understanding of the Recreation Department's philosophy and grasp the overall concept of the program for which you will be volunteering.
8. Volunteers should expect to work the hours of the program for which they are volunteering.
9. Keep track of your hours and submit a time sheet to your director.

EXPERIENCE:

1. Preference will be given to those with previous experience working with children, and/or past volunteer experience.
2. Experience in the following types of activities would be helpful: arts and crafts, sports, music, dancing, dramatics, nature study, or social recreation.

QUALIFICATIONS:

1. Applicants must have **completed eighth grade.**
2. Volunteers must provide their own transportation to and from assigned program sites.
3. Applicant must submit a Volunteer Application by **May 13th**
4. An interview may be scheduled by the program director.

SUMMER VOLUNTEER OPPORTUNITIES:

The following are the programs in which the Recreation Department typically has volunteer openings each summer. If you are interested in more than one program, be sure to note this on the application form. For further information about these programs, please refer to the summer brochure.

Club Simonds Sailing Summer Discovery Special Needs
Park Place MINI Sports Gymnastics
Tennis Studio & Stage



BURLINGTON RECREATION DEPARTMENT
VOLUNTEER APPLICATION
(Please print clearly)

NAME _____ AGE _____ TODAY'S DATE _____

ADDRESS _____ TEL. # _____

EMAIL ADDRESS _____

EDUCATION: Please fill in grade and school you now attend. _____

DESIRED WORK: List the programs in which you would like to volunteer.

1st choice _____ 2nd choice _____

How many full weeks do you wish to volunteer? (Please check all that apply)

- Week 1: June 27 – July 1 Week 2: July 5 – 8 Week 3: July 11 – 15
 Week 4: July 18 – 22 Week 5: July 25 – 29 Week 6: August 1 – 5
 Week 7: August 8 - 12

What age group do you prefer to work with? _____

Tell us why you want to volunteer: _____

EXPERIENCE: Have you volunteered for the Recreation Department in the past? _____

If yes, which programs?

_____ YEAR _____
_____ YEAR _____

Please list any experience that may help you to be qualified to become a volunteer leader (i.e. babysitting, previous volunteer positions, clubs, organizations, hobbies, interests, etc.)

ADULT REFERENCES: (Other than relatives)

1. _____ PHONE _____
2. _____ PHONE _____

PARENT SIGNATURE _____

APPLICANT SIGNATURE _____