



Chino Hills Recreation **VolunTEENS**

Thank you for your interest in the Chino Hills VolunTEEN Program!

As a VolunTEEN you may find yourself assisting aquatics instructors with lessons in the pool, engaging with campers in outdoor games, leading crafts at a Mobile Recreation site, or helping at a special event like Concerts and Movies in the Park.

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 the 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 9th through 11th as of fall 2022, reside in Chino Hills or attend a Chino Hills school, and be available to volunteer a minimum of 10 to 25 hours per week starting **Monday, June 6**.

Only the first 60 applications will be considered for the program and up to 30 teens will be accepted. Applicants will be required to interview before being formally accepted into the program. Interviews will be on **Wednesday, May 4 and Thursday, May 5** after school. Upon submittal of your application, you will be able to schedule your interview date and time.

If accepted into the program, VolunTEENS will be required to attend a mandatory orientation and CPR/First Aid Training on **Wednesday, June 1 and Thursday, June 2**.

Application Process

Applications will be accepted from **Wednesday, April 6 through Friday, April 22**, or until the first 60 applications have been received. Applications must be submitted in-person to the Chino Hills Community Center located at 14250 Peyton Drive.

1. The Application and Availability Forms must be filled out completely by the VolunTEEN applicant.
2. Submit both forms to the Chino Hills Community Center during the correct application period.
3. Upon application submittal, choose an interview date and time.
4. An email confirmation with your interview date and time will be sent the week of April 25.
5. Accepted VolunTEENS must attend a mandatory orientation and CRP/First Aid training on June 1 and 2.

If you have any other questions about this application or the VolunTEEN program, please contact the program Coordinator at (909) 364-2701 or jvelasco@chinohills.org.



Chino Hills Recreation
Volunteens
 Summer 2022 Application

Received
Date: _____
Time: _____
Staff: _____
For office use only

Name: _____ Age: _____ Birthdate: _____

Address: _____
 (Street) (City) (Zip Code)

Home Phone: _____ VolunTEEN Cell: _____

School: _____ VolunTEEN Email: _____
 (Required for CPR/First Aid)

Parent/Guardian: _____
 (Name) (Relationship)

Parent Primary Phone: _____ Parent Email: _____

Adult T-Shirt Size (circle one): S M L XL

Have you been a VolunTEEN in the Past? Yes No

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 Yes, who? _____

2022 VolunTEEN Guidelines

Be a Responsible VolunTEEN

- Always be on time to your shifts
- Call in advance if a schedule change is needed or if you are going to be absent
- Be prepared to work
- Follow the dress code
- Interact with the program participants
- Let staff know if you are taking a break

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, 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

 Parent Signature

 Date

**All applications must be submitted in-person to the
 Chino Hills Community Center located at 14250, Peyton Drive**



Chino Hills Recreation
Volunteens
Availability Form

Applicant Name: _____

One of the biggest responsibilities of being a VolunTEEN is being 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 four summer sites. Use this form to share your summer availability and tell us your preferred work assignments.

Rank the programs you are interested in volunteering for from 1-4, with 1 being your first choice:
 (We will do our best to accommodate choices, however there are no guarantees for placement)

Aquatics: _____ Day Camp*: _____ Mobile Recreation: _____ Special Events: _____

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

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

10 - 15

15 - 20

20 - 25

Please write in each square whether you are available to work the morning or afternoon shifts. Include any days that you will need off for vacation, sport camps, etc. as staff will be referring to this when creating the schedules. Must be filled out completely.

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1 June 6-10					
Week 2 June 13-17					
Week 3 June 20-24					
Week 4 Jun 27-Jul 1					
Week 5 July 5-8	Closed due to holiday				
Week 6 July 11-15					
Week 7 July 18-22					
Week 8 July 25-29					
Week 9 August 1-5					

**Mandatory Orientation and CPR/First Aid Training
 June 1 & June 2**

Previous Years Shift Schedule

	Morning	Afternoon
Aquatics	10:30a-1p	1p-4p
Day Camp	8a-12:30p	12:30p-5p
Mobile Rec	9:30a-1:30p	N/A
Special Events	N/A	3p-9p

Schedules subject to change