Lend A Hand for Summer

Volunteer Application Packet
2017

MENTOR Recreation
Lend a Hand for Summer

Mentor Parks & Recreation Department
Summer Volunteer Program for Teens

Lend a Hand for Summer is a volunteer program for teens sponsored by the Mentor Parks & Recreation Department. The program offers opportunities for participants in a variety of activities through continuing programs and one-day special events.

NEW VOLUNTEERS
Please return the following items to the Recreation Office by Friday, April 14: Teacher Recommendation, Personal Recommendation, and applications for any volunteer positions you choose (Civic Center Day Camp, Camp Wildwood, Garfield Play Camp, Special Events or Learn-to-Swim). Incomplete applications will not be accepted.

RETURNING VOLUNTEERS
Please complete and return the Volunteer Application and the application for the position you are applying for no later than Friday, April 14.

A meeting for all volunteers will be held Tuesday, April 25 at 6 p.m. in the 2nd floor conference room of the Mentor Municipal Center, 8500 Civic Center Blvd. All forms must be submitted BEFORE this important meeting. Parents are also encouraged to attend.

Please email Maggie Kuyasa, Recreation Coordinator at kuyasa@cityofmentor.com with questions.

VOLUNTEER OPPORTUNITIES AND REQUIREMENTS

Learn to Swim Assistant – age 14 and older
- Assist swimming instructors
- Must have basic knowledge of water safety and Red Cross Level 6 Personal Water Safety Class
- Must be available for one or more complete two-week swim lesson sessions

Kids Quest Camp Assistant – age 14 and old and having completed grade 8
- Assist head counselor with campers grades 1 through 5.
- Must be available for one or more weeks, 8:30 a.m. to 1:30 p.m.

Garfield Play Camp Assistant – age 14 and up, and having completed grade 8
- Assist camp director with a variety of activities for kids ages 4 - 6
- Must be available 9 a.m. to 1 p.m. at least one full week
- Must have completed Level 4 swimming

Civic Center Day Camp Assistant – age 15 and up and having completed grade 9
- Assist counselors with campers grades K - 3
- Must be available 8:30 a.m. to 3:30 p.m. at least one full week
- Must have completed Level 4 swimming

Special Events Assistant – age 14 and up and having completed grade 8
- Provide assistance and information to event guests
- Assist with setting up, moving items, setting up displays, cleaning up event, parking
Lend a Hand for Summer
Volunteer Application
(All Volunteers Must Complete This Form)

Please return by April 14, 2017

Volunteer’s Name ____________________________________________

Address ______________________________________________________

Home Phone Number ___________________ Email ___________________

Date of Birth ___________________ Grade ___________________

Mother’s Name ___________________ Daytime Phone ________________

Father’s Name ___________________ Daytime Phone ________________

Adult T-shirt size (circle one)  Small  Medium  Large  X-Large

Have you ever volunteered for the City of Mentor Recreation Department before?  YES  NO

If yes, when and for what activity? __________________________________________

Please circle the program(s) for which you are interested in volunteering:

Civic Center Day Camp  Garfield Play Camp  Camp Wildwood

Learn to Swim lessons  Special Events

Past Volunteer or Work Experience

<table>
<thead>
<tr>
<th>Date</th>
<th>Location</th>
<th>Duties</th>
<th>Supervisor</th>
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Why would you like to volunteer for the City of Mentor Parks & Recreation Department?

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________
Volunteer Application Pt 2. (All Volunteers Must Complete This Form)

What special skills, traits or interests do you have that would make you a good fit for the volunteer position you are applying for?

________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________________________________________________________________________

We want to know a little more about you! Please circle 12 - 18 words that best describe you (there’s no right answer):


What job would you like to have as an adult? __________________________________________________________

What’s your favorite hobby, sport or activity? __________________________________________________________

List any questions you have about this volunteer opportunity below and we’ll answer them at our volunteer meeting on Tuesday, April 25:

__________________________________________________________________________________________________________________________________________

__________________________________________________________________________________________________________________________________________

Date __________________ Voluntee’s Signature __________________________________________________________

Date __________________ Parent Signature __________________________________________________________
Lend a Hand for Summer
Civic Center Day Camp Volunteer Application

(Please complete this application only if you are interested in volunteering for Civic Center Day Camp)

Name ________________________________________________________________

Volunteers at Civic Center Day Camp must be at least 15 years old and have completed 9th grade, passed level 4 swim lessons, and be available the whole volunteer week from 8:30 a.m. to 3:30 p.m.

Volunteers will be assisting counselors with campers who have completed grades K – 3. Volunteers should be prepared to assist with arts and crafts, swim time, field trips, setup for games and activities and more. Civic Center Day Camp meets at the Civic Center Amphitheater.

At least one week, but no more than 3 weeks, will be assigned to accepted volunteers.

Camp weeks include Please indicate the week you are interested in volunteering

June 5 - 9
June 12 - 16
June 19 - 23
June 26 – 30
July 5 - 7
July 10 14
July 17 - 21
July 24 - 28
July 31 – August 4
August 7 -11

If you would like to available for additional weeks, please list those dates here:

_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

To be considered, please return this form by Friday, April 14 to: City of Mentor Recreation Department, 8500 Civic Center Blvd., Mentor, OH 44060 or scan and email to kuyasa@cityofmentor.com. Questions? Call (440) 974-5720
Lend a Hand for Summer
Kid Quest Camp Volunteer Application
(Please complete this application only if you are interested in volunteering for Camp Wildwood)

Name __________________________________________________________

Volunteers at Kid Quest Camp must be at least 14 years old and have completed 8th grade and be available the whole volunteer week from 8:30 a.m. – 1:30 p.m.

Volunteers will be assisting Counselors with campers who have completed grades 1 – 3. Volunteers can expect to assist with arts and crafts projects, nature walks, and setup of games and activities. Kid Quest Camp meets at Wildwood Cultural Center.

At least one week, but no more than 3 weeks, will be assigned to accepted volunteers. No more than three volunteers will be assigned to any given camp week.

Camp weeks include

<table>
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<tr>
<th>June 5 - 9</th>
<th>June 12 - 16</th>
<th>June 19 - 23</th>
<th>June 26 – 30</th>
<th>July 5 - 7</th>
<th>July 10 - 14</th>
<th>July 17 - 21</th>
<th>July 24 - 28</th>
<th>July 31 – August 4</th>
<th>August 7 - 11</th>
</tr>
</thead>
</table>

Please indicate the week you are interested in volunteering

first choice

If you would like to available for additional weeks, please list those dates here:

| ____________________________ | ____________________________ |
| ____________________________ | ____________________________ |
| ____________________________ | ____________________________ |

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Lend a Hand for Summer
Garfield Play Camp Volunteer Application
(Please complete this application only if you are interested in volunteering for Garfield Play Camp)

Name ________________________________________________________________

Volunteers at Garfield Play Camp must be at least 14 years old and have completed 8th grade, passed level 4 swimming and enjoy working with 4 – 6 year old children.

Volunteers must be available the whole volunteer week from 9 a.m. – 1 p.m.

Volunteers can expect to assist with arts and crafts projects, nature walks, and setup of games and activities, and daily swim time. Garfield Play Camp meets in the Garfield Park Pavilion.

At least one week, but no more than 3 weeks, will be assigned to accepted volunteers. No more than three volunteers will be assigned to any given camp week.

Camp weeks include

Please indicate the week you are interested in volunteering

June 5 - 9
June 12 - 16
June 19 - 23
June 26 – 30
July 5 - 7
July 10 - 14
July 17 - 21
July 24 - 28
July 31 – August 4
August 7 -11

first choice

If you would like to available for additional weeks, please list those dates here:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

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Lend a Hand for Summer
Special Events Volunteer Application

(Please complete this application only if you are interested in volunteering for Special Events)

Name ________________________________________________

Special event assistants perform a wide variety of tasks, from assisting with games and activities to answering questions from the public. Volunteers must be at least 14 years old and have completed 8th grade.

Please circle the event(s) for which you would like to volunteer:

**Junior Olympics**
Friday, June 23, 8:45 a.m. – 1 p.m., Mentor High Track
Provide information to participants, assist with registration, help run track & field events, and set up and clean up the event.

**Headland’s Beach Fest**
Saturday, July 22, 8 a.m. - 7 p.m., Headlands Beach State Park
Assist with children’s arts and crafts, games, assisting vendors and entertainers, answering questions. Volunteers do not need to commit to the entire time period.

**Mentor CityFest**
Friday, August 25, 4 - 11 p.m., and Saturday, August 26, 12 - 11 p.m., Civic Center Park
Multiple volunteer opportunities available; assist with games, activities, set up, clean up, promotions, ticket-taking, etc. Volunteers do not need to commit to the entire time period; they will be assigned times based by the CityFest volunteer coordinator based on their availability.

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Lend a Hand for Summer

Learn-To-Swim Volunteer Application

(Please complete this application only if you are interested in volunteering as a Learn-to-Swim volunteer)

Name ____________________________________________

You must have completed Red Cross Level 6 or Personal Water Safety Class to volunteer in this position and be at least 14 years old and have completed 8th grade.

Volunteers assist Learn-to-Swim instructors, in the water, each day of class, with children taking level 1 - 6 Red Cross Learn-to-Swim lessons. Volunteers will follow the direction of the Learn-to-Swim director or pool manager and the WSI teaching the class.

When did you complete Level 6 swimming? (approximate date) _______________________

Circle the series you are interested in volunteering and the pool (must be available the whole series)

<table>
<thead>
<tr>
<th>Series</th>
<th>June</th>
<th>Date Range</th>
<th>Time</th>
<th>Pool</th>
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</thead>
<tbody>
<tr>
<td>Monday - Friday</td>
<td>12</td>
<td>June 12 - 23</td>
<td>10 a.m. - 12:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td>26</td>
<td>June 26 - July 7</td>
<td>10 a.m. - 12:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td>10</td>
<td>July 10 - 21</td>
<td>10 a.m. - 12:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td>24</td>
<td>July 24 - August 4</td>
<td>10 a.m. - 12:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Monday - Friday</td>
<td>7</td>
<td>August 7 - 18</td>
<td>10 a.m. - 12:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Monday/ Wednesday</td>
<td>12</td>
<td>June 12 - July 14</td>
<td>5 - 7:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Monday/ Wednesday</td>
<td>17</td>
<td>July 17 - August 18</td>
<td>5 - 7:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Tuesday/ Thursday</td>
<td>13</td>
<td>June 13 - July 13</td>
<td>5 - 7:30 p.m.</td>
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</tr>
<tr>
<td>Tuesday/ Thursday</td>
<td>18</td>
<td>July 18 - August 17</td>
<td>5 - 7:30 p.m.</td>
<td>Civic</td>
</tr>
<tr>
<td>Saturday</td>
<td>10</td>
<td>June 10 - August 12</td>
<td>10 a.m. - 12:30 p.m.</td>
<td>Civic</td>
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Lend a Hand for Summer
Teacher Recommendation
(This form is required to be submitted along with the applications of all NEW volunteers)

Student’s Name ________________________________________________________________

Teacher’s Name ________________________________________________________________

School _______________________________________________________________________

This student is applying for a volunteer position with the City of Mentor Parks & Recreation Department. These positions involve assisting counselors and/or staff and children attending Civic Center Day Camp, Garfield Play Camp, Camp Wildwood, Special Events and/or swimming lessons. Please evaluate this student by the following criteria, using the scale give below:

5= excellent  4= above average  3= average  2=below average  1= poor

_____ Has the ability to communicate with adults and children

_____ Displays a willingness to help others

_____ Is interested in his/her quality of work

_____ Is alert and punctual

_____ Is pleasant and positive

_____ Is conscious of general grooming and appearance

_____ Shows enthusiasm

_____ Shows ability to meet obligations and commitments

_____ Is honest and trustworthy

Additional Comments

This form must be received no later than Friday, April 14. It may be submitted by the student directly, or teachers can fax to (440) 205-3291 or scan and email to kuyasa@cityofmentor.com. Questions? Call Maggie Kuyasa at (440) 974-5720.
Lend a Hand for Summer
Personal Recommendation
(This form is required to be submitted along with the applications of all NEW volunteers)

Volunteer’s Name ___________________________________________________________

Your Name _______________________________________________________________

Address ___________________________________________ Phone ___________________________

This student is applying for a volunteer position with the City of Mentor Parks & Recreation
Department. These positions involve assisting counselors and/or staff and children
attending Civic Center Day Camp, Garfield Play Camp, Camp Wildwood, Special Events
and/or swimming lessons. Please evaluate this student by the following criteria, using the
scale given below:

5= excellent  4= above average  3= average  2= below average  1= poor

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_____ Is alert and punctual

_____ Is pleasant and positive

_____ Is conscious of general grooming and appearance

_____ Shows enthusiasm

_____ Shows ability to meet obligations and commitments

_____ Is honest and trustworthy

Please use the space below to describe your relationship with this student and any other
information you would like to share about this student.

This form must be received no later than Friday, April 14. It may be submitted by the
applicant directly, or you can fax to (440) 205-3291 or scan and email to
kuyasa@cityofmentor.com. Questions? Call Maggie Kuyasa at (440) 974-5720.