

Lend A Hand for Summer



Volunteer Application Packet

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, May 8: Teacher Recommendation, Personal Recommendation, and applications for any volunteer positions you choose (Civic Center Day Camp, KidQuest, 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, May 8.

A meeting for all volunteers will be held **Tuesday, May 19 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

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 14 and up and having completed grade 8

- 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

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Volunteer Application (All Volunteers Must Complete This Form)

Please return by May 8, 2020

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

KidQuest Special Events

Past Volunteer or Work Experience

Date	Location	Duties	Supervisor
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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):

adaptable - adventurous - agreeable - alert - ambitious - artistic - athletic - calm - carefree - caring - cheerful - clean - confident - conscientious - cooperative - creative - dedicated - diligent - eager - easygoing - encouraging - empathetic - energetic - enthusiastic - fair - flexible - friendly - fun - gentle - generous - good-natured - gregarious - happy - healthy - helpful - honest - imaginative - independent - intellectual - intense - interesting - inventive - kind - leadership - lively - loving - loyal - mature - meticulous - neat - nice - optimistic - organized - original - outgoing - patient - pleasant polite - positive - punctual - quick - quiet - realistic - reasonable - reliable - reserved - resourceful - respectable - responsible - self-confident - sensible - serious - sincere - sociable - spontaneous - stable - tactful - talented - thoughtful - trustworthy - understanding - upbeat - warm - witty

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, May 19:

Date _____ Volunteer's Signature _____

Date _____ Parent Signature _____

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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 14 years old and have completed 8th grade 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 8 - 12
- June 15 - 19
- June 22 - 26
- June 29 - July 3
- July 6 - 10
- July 13 - 17
- July 20 - 24
- July 27 - 31
- August 3 - 7

first choice

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

To be considered, please return this form by Friday, May 8 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

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Kid Quest Camp Volunteer Application

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

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

Please indicate the week you are interested in volunteering

June 8 - 12
June 15 - 19
June 22 - 26
June 29 - July 2
July 6 - 10
July 13 - 17
July 20 - 24
July 27 - 31
August 3 - 7

_____ first choice

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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 8 - 12

June 15 - 19

June 22 - 26

June 29 - July 3

July 6 - 10

July 13 - 17

July 20 - 24

July 27 - 31

August 3 - 7

first choice

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

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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 TBA, 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 18, 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 21, 4 - 11 p.m., and Saturday, August 22, 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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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, KidQuest, 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, May 8. 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.

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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, KidQuest, 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

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, May 8. 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.