

2016 SUMMER

TEEN LEADERS

Application Packet



City of La Habra

Community Services Department

101 W. La Habra Blvd. • La Habra, CA 90631

(562) 383-4205

Mission Statement:

La Habra Teen Leaders is a program designed to promote the development of leadership skills in a structured setting. This is accomplished through encouragement and responsible management.

Purpose/Goals:

- To provide a leadership and mentor training program for La Habra teens interested in receiving instruction and hands-on training in Recreation services.
- To supplement the number of Recreation Leaders assigned to various Community Service programs.
- To provide training and work experience for future employment and opportunities.

Selection Process:

- Teen Leaders must fill out the Teen Leader application completely and return the application to the La Habra Community Center by Friday, April 29, 2016.
- Teen Leaders must be available to volunteer all their assigned program hours with the exception of approved vacation hours.
- All Teen Leaders must be 13-17 years of age by June 6, 2016
- All applicants will be invited to a group interview on Saturday, May 7, 2016 at 9:00 a.m.
- Selected applicants will be invited to a fifteen minute oral interview the week of May 9th between the hours of 6:00 to 8:00 p.m.

Hours of availability will be a major factor in selecting Teen Leaders

Responsibilities:

- Teen Leaders will be assigned a supervisor.
- Teen Leaders will receive assignments based on their availability and their areas of interest; however all Teen Leaders must be flexible and willing to assist where needed.
- Teen Leaders must communicate with their parents/guardians with regard to the details of their assignments, programs, responsibilities, and expectations.
- Teen Leaders must wear their "Teen Leader" shirt at all times.
- Teen Leaders are expected to uphold their contract. (See "Teen Leader Contract").

Important Dates:

- Friday, April 29, 2016— Deadline for applications, due to the La Habra Community Center by 5:00 p.m.
- Saturday, May 7, 2016—Group interview at La Habra Community Center at 9:00 a.m.
- Week of May 9, 2016— Interviews
- Week of May 16, 2016— Notification of selection

Applicant Information

Name: _____ Age: _____ Date of Birth: _____

Address: _____ City: _____ Zip Code: _____

Phone (Primary): _____ Phone (Secondary): _____

Current School: _____ Grade in August 2016: _____

E-Mail Address: _____

Shirt Size: _____

Have you taken a CPR course? If yes, date: _____

Have you taken a First Aide Course? If yes, date: _____

Emergency Information

Name: _____ Relationship: _____

Address: _____ City: _____ Zip Code: _____

Phone (Primary): _____ Phone (Secondary): _____

Teen Leader Programs

Please place an “X” in the box beside the program you are interested in working

La Habra Active Day Camp

Assist at La Habra Active Day Camp! Assist our fully trained Camp Staff in various physical activities, crafts, games. Assist staff in chaperoning kids on excursions and encourage kids to live a healthy lifestyle.

La Habra Active Day Camp is held at Veterans Hall (209 N. Orange St.)

June 6th—August 12th

Monday-Friday—Hours will vary weekly

(Around 20 hours a week)

La Habra Aquatics

Assist our fully trained Red Cross lifeguards at the La Habra High School pool. Teen Leaders will assist in the organization/execution of the “open swim” program and swim lessons. The Aquatics Program is held at La Habra High School pool (801 W. Highlander Ave.)

June 6th—August 5th

Monday-Friday—Hours will vary weekly

(Around 20 hours a week)

Special Event Programming

Assist La Habra Recreation Staff in the planning and execution of the following events:

Itty Bitty Day Camp	July 25th-29th
Concerts in the Park	June 23rd, June 30th, July 7th, July 14th, & July 21st
4th of July Event	July 3rd, July 4th, July 5th
Kids Night Out	June 10th, July 8th
Night at the Museum	July 15th-16th
Movies in the Park	June 10th, June 17th, July 15th, & July 22nd
Father/Son Fishing Derby	TBD
“Dive-In” Movies	June 24th & July 29th
Aquatics Service Desk	May 31st-July 29th
Mini Sports Camp	Tues., 3:45-5:00 p.m from _____

Recreation Administration, May 31st-July 29th

Assist the La Habra Recreation Division office staff in planning summer events

Monday – Friday—Hours will vary weekly

Children’s Museum at La Habra

Assist the Children’s Museum employees with special events, science demos, animal presentations, run the carousel, help in the art room and MORE!

La Habra Child Development

Assist the Child Development staff with administrative duties.

City Manager’s Office

Learn about different administrative duties in the City Manager’s Office.

***Dates, times, and events are subject to change.**

Please initial in the box next to each requirement indicating that you have read, understand, and agree to adhere to our policies.

As a 2016 Summer Teen Leader for the City of La Habra’s Community Services, Recreation Division

I, _____
(print name)

- Will be **punctual** for all programs, special events, and meetings. (If you are unable to attend any training days for the program for which you wish to assist, you may forfeit your position as a Teen Leader and may not be eligible to collect any community service hours you may have performed.)
- Will maintain a positive attitude and remain flexible to change.
- Will show **respect** towards my leaders, peers and the children with whom I work.
- Will be dependable by working at all events for which I am scheduled and will give 24-hour notice to the Recreation Department if a problem arises that would prevent me from performing my duties.
- Will complete my tasks and assignments to the best of my ability.
- Will give the Recreation Department written notice of any vacation plans or reasons for an extended absence no later than **May 29th**. (Should your request(s) for vacation total more than 2 weeks, you may forfeit your position as a Teen Leader, and if forfeited, you will not be eligible to collect the community service hours you performed.)
- Will not allow personal problems or conflicts to interfere with my job performance and interaction with children/guests.***
- Will be time-efficient and seek ways I can assist others when finished with my own work/assignments.
- Will be flexible and maintain a positive attitude when changes are necessary.
- WILL HAVE A GREAT EXPERIENCE THIS SUMMER!**

Failure to comply with this contract will result in the following consequences:

1st violation: Warning and review of contract

2nd violation: Phone call to parent/guardian

3rd violation: Reduction of hours and in-office meeting between Leaders, Teen Leader and parent/guardian

4th violation: Dismissal of Teen Leader

*All violations will be noted on the Teen Leader’s evaluation(s) in the middle of summer and at the end of the summer.

*The Community Services Department reserves the right to handle extreme violations at its own discretion.

*In situations where the Teen Leader’s actions jeopardize the safety of anyone involved in our programs, the Community Services Department will immediately dismiss the Teen Leader.

*Any Teen Leader who does not complete his/her commitment to the program is not eligible for Community Service hours worked.

I have read and initialed each item in this contract and agree to adhere to this policy.

Teen Leader’s Signature _____ Date: _____

Parent/Guardian’s Signature _____ Date: _____

Why would you like to become a Teen Leader for the City of La Habra?

Why do you feel you are qualified to be a Teen Leader for the City of La Habra?

Please list your community/school involvement.

I hereby certify that all statements in this application are true and complete and that any misstatement may be justification for rejection of my application.

Signature _____ Date: _____

As the legal guardian of the participant in the La Habra Teen Leader program, I hereby agree to indemnify and hold harmless the City of La Habra and its officers, agents, or any third parties injured by the participant or any injury in any way arising out of the participant's activities in the program.

Signature of Legal Guardian _____ Date: _____



TEACHER RECOMMENDATION

Teen Leaders will play an integral role in the success of the La Habra Recreation Division's summer programs. Teen Leaders are expected to be mature, responsible and reliable individuals capable of working well with others. In order to ensure this, we require each applicant to submit at least one teacher recommendation, which will be considered when his/her application is reviewed. This evaluation is a confidential document, which will help us determine the individual's strengths and weaknesses. Please be sure to record some of your own personal comments, as this could be a determining factor in whether or not an individual is accepted into our Teen Leader program. Your time and thoughts are greatly appreciated.

Student: _____

Teacher: _____ Subject: _____

School: _____ Contact Number: _____

Rating Scale: 1 – 5

1 = Needs Improvement

5 = Excellent

Ability to complete tasks in a timely fashion	1	2	3	4	5
Attitude towards peers	1	2	3	4	5
Completes tasks with care for quality	1	2	3	4	5
Responds well to direction	1	2	3	4	5
Responds well to discipline	1	2	3	4	5
Has a good attendance record	1	2	3	4	5
Maintains a positive attitude	1	2	3	4	5
Attitude towards authority	1	2	3	4	5
Sense of Morality	1	2	3	4	5

Please write a few comments about this student (use back if needed):

Please mail this form to the
City of La Habra
Attn: Katie Elmore
101 W. La Habra Blvd.
La Habra, CA 90631

MUST BE TURNED IN BY WEDNESDAY, APRIL 20, 2016