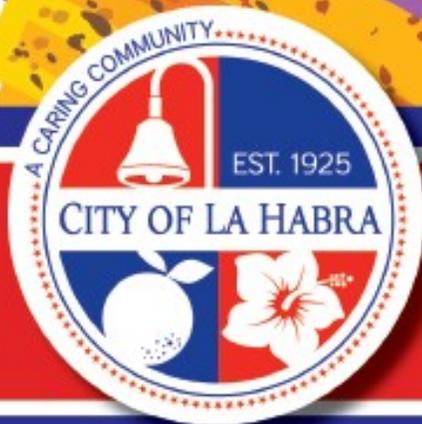


2019 SUMMER

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
- 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 1, 2019
- All applicants will be invited to a group interview on May 4th at 9:00 a.m.
- Selected applicants will be called and scheduled to a fifteen minute oral interview on May 7th, 8th, or 9th, between the hours of 4:00 p.m. to 6:00 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").

Applicant Information

Name: _____ Age: _____ Date of Birth: _____

Address: _____ City: _____ Zip Code: _____

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

Current School: _____ Grade in September 2019: _____

E-Mail Address: _____

Emergency Information

Name: _____ Relationship: _____

Address: _____ City: _____ Zip Code: _____

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

Skills/Experience

Please circle/highlight the activities/skills listed below that you have participated in, have general knowledge of, or hands on experience in:

- | | | |
|--------------------------|------------------------|------------------------|
| <i>Arts and Crafts</i> | <i>Photography</i> | <i>Painting</i> |
| <i>Babysitting</i> | <i>Piano</i> | <i>Phone Etiquette</i> |
| <i>Baseball/Softball</i> | <i>Dancing</i> | <i>Leadership</i> |
| <i>Basketball</i> | <i>Soccer</i> | <i>Weight Lifting</i> |
| <i>Bowling</i> | <i>Swimming</i> | <i>Nutrition</i> |
| <i>Volleyball</i> | <i>Wood Work</i> | _____ |
| <i>Dramatics</i> | <i>Story Telling</i> | _____ |
| <i>Public Speaking</i> | <i>Track and Field</i> | _____ |
| <i>First Aide</i> | <i>Typing</i> | _____ |
| <i>Singing</i> | <i>Computers</i> | _____ |
| <i>Music</i> | <i>Drawing</i> | _____ |

Applicant Information

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

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

When are you going on vacation/requesting time off?

Size T-Shirt: Transportation Type:

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.

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

June 3rd—August 16th

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 3rd—August 2nd

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 15th-26th |
| Concerts in the Park | July 11th, July 18th, July 25th, August 1st |
| 4th of July Event | July 3rd, July 4th, July 5th |
| Movies in the Park | April 12th, May 10th, June 14th, July 12th, August 8, August 23rd, September 13th |
| “Dive-In” Movies | July 26th |
| National Night Out | August 6th |

Recreation Administration (2 spots Available)

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

Monday – Friday—Hours will vary weekly

***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 2019 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 which 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 long vacation plans (more than 1 week) or reasons for an extended absence no later than May 24th. (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 that 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:

Please state why you would like to become a Teen Leader for the City of La Habra:

Please state why you feel you are qualified to be a Teen Leader for the City of La Habra:

Please state what you would like to gain by being a Teen Leader:

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

This summer the City of La Habra will have Teen Leaders Program. Teen Leaders will play an integral role in the success of our 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: Teen Leaders Program
101 W. La Habra Blvd.
La Habra, CA 90631