

**VOLUNTEER OPPORTUNITIES**

**YOUTH VOLUNTEER TRAINING PROGRAM  
FOR CURRENT 10<sup>TH</sup>, 11<sup>TH</sup>, AND 12<sup>TH</sup> GRADERS**

The City of Torrance Community Services Department is seeking responsible high school students to participate in a Volunteer Leadership Training Program sponsored by the Recreation Services Division. The Leadership Training Program is an excellent opportunity to serve the community, receive valuable training, effectively work with children and adults, and to see what preparation is needed for a job in Recreation.

The Training program consists of five days of instruction in such areas as sports and games, safety and first aid, arts and crafts, communication skills as well as valuable leadership skills. After completion of this training, volunteers serve for 8 weeks assisting Recreation Staff in various program areas. Such as the Nature Center; learning about nature and environmental issues, working with children in a Park or Day Camp setting; Working Youth Sports programs with children (coaching/umpiring/refereeing) or working with Seniors at a Senior Citizen facility (see back of application). Volunteers are limited to 3-5 days per week of service, until completion of the program on August 20, 2009. Participants will receive a T-shirts and name badge to be worn during service hours and the program will culminate with a recognition event.

**IN SERVICE TRAINING:  
THE ATTIC (A Torrance Teen Center)**

2320 West Carson Street, Torrance  
Monday through Friday • June 22 – June 26, 2009  
10:00 A.M. - 2:00 P.M.

*NOTE: Only applicants available to participate for most of the summer will be accepted into the program.*

**VOLUNTEER SERVICE: 175 hours**  
June 29 - August 21, 2009  
Between the hours of 9:00 A.M. - 5:00 P.M.  
3 – 5 days per week.

Time and location will vary according to assignment.

**COST: \$135.00 per person**  
(includes training, training material, T-shirts and badge)

The Volunteer Leadership Training Program promises to be an exciting learning experience while serving the community. If you would like to be considered for the program please detach and complete the form below and return no later than June 3, 2009. Limited space available, all others will be placed on a waiting list, those not excepted into the program will receive a full refund. Pre-registration is required. For additional information call (310) 782-8828 or (310) 618-2949.

## YOUTH VOLUNTEER TRAINING PROGRAM APPLICATION FORM

Please complete the following and mail or hand-deliver to the Recreation Division, 3031 Torrance Blvd., Torrance, CA 90503 DO NOT send payment with your application. All applicants & parents MUST attend a MANDATORY meeting on Monday, June 8<sup>th</sup>, at the ATTIC from 6:00 – 7:00 pm. Participants will be notified of their acceptance into the program and will make payment to the Registration Office by Friday, June 12<sup>th</sup>. Refunds and credits will not be issued for this program. The Supervisor has the final decision on where the volunteer is placed.

*Please print*

Name \_\_\_\_\_ Age \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_

Male/Female \_\_\_\_\_ School \_\_\_\_\_ Current Grade \_\_\_\_\_

Address (street, city, zip) \_\_\_\_\_

Day Phone \_\_\_\_\_ Emergency Phone \_\_\_\_\_

Mothers Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Father Name \_\_\_\_\_ Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Days Preferred (check) \_\_\_\_M \_\_\_\_T \_\_\_\_W \_\_\_\_TH \_\_\_\_F *(Can work out with site supervisor)*

Method of Payment \_\_\_\_MC \_\_\_\_Visa \_\_\_\_Check *(Make checks payable to City of Torrance)*

Credit Card # \_\_\_\_\_ Expiration Date \_\_\_\_\_

Cardholder's Name Card \_\_\_\_\_ Signature \_\_\_\_\_

## YOUTH VOLUNTEER TRAINING PROGRAM OPPORTUNITY DESCRIPTIONS

### NATURE CENTER

Experience and learn about nature and environmental issues. Learn about the center and become a docent. Some clerical duties are involved such as filing and light typing.

### PARKS

Work with children assisting with arts and crafts, sports, games and special events in a park setting. Learn to teach activities under the direction of Senior Recreation Leaders.

### PRE-SCHOOL

Work with children between the ages of 3-5 years old assisting with arts and crafts, games, songs and stories.

### MINI KIDS CLUB

Work with children between the ages of 5-9 years old assisting with arts and crafts, cooking and games.

### DAY CAMP

Work with children in a Day Camp setting. Maybe assisting with sports, games, arts and crafts, cooking, special events, field trips and much more. Sports Camp volunteers will assist in teaching specific sports and activities all under the direction of Senior Recreation Leaders and Recreation Leaders.

### YOUTH SPORTS (may not be available)

Assist with sports programs for and with children (coaching/umpiring/refereeing). Learn the basic fundamentals of how to coach, umpire and referee a game and use these basic skills in almost any sport.

### SENIORS

Work with Seniors two days a week at a Senior Citizen facility. You will be assisting with a variety of senior citizens recreation programs. Help create flyers, decorate for special events (4th of July luncheon), change bulletin boards, interact with participants, and help set-up and serve lunches. The student would also have an opportunity to visit and help at the other Senior Centers in Torrance. Project idea: If interested, the volunteer could interview senior citizens and write mini-biographies for them.

### REGISTRATION OFFICE

In addition, two days a week they would do general office work in the Parks and Recreation Registration office at City Hall. See how the public registers for classes, answer phones, do filing and much more.

### FACILITIES:

#### Teen Center (may not be available)

Assist Staff with teaching classes for Middle School girls. Babysitter Preparedness Class where you will help teach safety tips, general child care skills and fun recreation activities. Assist Staff with Teen Camp activities once a week.

### RECREATION DEPARTMENT OFFICE

Work in an office setting doing light clerical work, such as typing, filing, composing statistics, putting together data and more.

### LIBRARY

Volunteers assigned to the North Torrance Branch and will assist with the Summer Reading Program. Evening and weekend hours are required.

Volunteers assigned to the Katy Geissert Civic Center Branch will assist with the Summer Reading Program as well as, craft projects and story telling. Day time and weekend hours are required.

## FARMERS MARKET

This position involves setting up and tearing down for the Departments Farmers Market program. The days for work are *Tuesdays and Saturdays* only. The position involves lifting tables and chairs and setting up cones for traffic control to block the market off from cars. This position also assists in moving heavy equipment and general cleaning with broom and dustpan around the market. Tearing down once the market is closed. The hours are 6a.m. until 3p.m.

\*\* *PLEASE REMEMBER*: We will try to place you with you first or second choice, but that may not happen. The Supervisor has the final decision on where the volunteer is placed. Priority will be given in order of applications received in the Registration Office, when necessary. Please note a participant in this program will not be placed at a site where another sibling may be registered in a class or program.

***“CREATING AND ENRICHING THE COMMUNITY THROUGH PEOPLE, PROGRAMS AND PARTNERSHIPS”***