

## LEADER IN TRAINING VOLUNTEER APPLICATION

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ GENDER: \_\_\_ M \_\_\_ F

BIRTHDAY (year optional if over 18) \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY \_\_\_\_\_ ZIP: \_\_\_\_\_

GRADE ENTERING IN THE FALL: \_\_\_\_\_ SCHOOL: \_\_\_\_\_

### AVAILABILITY:

#### SESSION CHOICES

Please check mark sessions you are available to volunteer.

- |  |  |
|--|--|
| <input type="checkbox"/> Session 1: June 5th—June 16th | <input type="checkbox"/> Session 4: July 10– July 21 |
| <input type="checkbox"/> Session 2: June 19— June 30th | <input type="checkbox"/> Session 5: July 24—August 4 |
| <input type="checkbox"/> Session 3: July 3– July 7     |  |

### COMMUNICATION PREFERENCES:

We need to keep volunteers informed of important news and schedules changes, and volunteer opportunities. Please select the type of communication that works best for you.

Email \_\_\_\_\_  Text \_\_\_\_\_  Phone Call \_\_\_\_\_

### EMERGENCY CONTACTS:

#### ONE:

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

#### TWO:

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

*please complete reverse side*

# Volunteer Application

## INTERESTS

Please indicate in which assignment(s) you would be interested. Please check all that apply.

Counselor in Training (summer camp)

Ladies Tea Volunteer

Mailer Preparation

Special Events During Event

Boo Bash

Earth Day

Party in the Park

Turkey Trot

Movie Nights

Special Park Project Volunteer

Sports Program Assistant

Other Interests:

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The City of Olivette welcomes volunteers. Volunteers play a vital role in many City programs and activities.

## AGREEMENT TO SERVE

By submitting this application, I certify that all statements I have made on my application are true and correct and I hereby authorize the City of Olivette to investigate the accuracy of this information. I am aware that fingerprinting is required for most assignments before placement for applicants 18 years of age and over. I understand that I am working at all times on a voluntary basis, without monetary compensation or benefits, and not as a paid employee. I give the City of Olivette permission to use any photographs or videos of me taken during my service without obligation or compensation to me. I understand that the City of Olivette reserves the right to terminate a volunteer's services at any time. I understand volunteers are covered under the City's Worker's Compensation Program for an injury or accident occurring while on duty. It is the policy of the City of Olivette not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability.

Volunteers needing special accommodation to participate in any volunteer opportunity should submit a request to the Department of Parks & Recreation, Volunteer Program, at time of application.

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**Volunteer Name** *(please print)*

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**Signature of Volunteer**

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**Signature of Parent for Volunteer Under 18 Years Old**

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**Date Signed**

**CITY OF OLIVETTE  
JOB OPENING  
PARKS & RECREATION DEPARTMENT**

**POSITION: Recreation Leader in Training (L.I.T):** Summer Camp

**LOCATION:** Olivette MO

**CLASSIFICATION:** Seasonal

**SCHEDULE:** Monday- Friday, June 5<sup>th</sup>– August 4<sup>th</sup> 2017.

8am-3pm; 9am-3pm; 9am-5 pm (rotating shifts)

Training Dates: May 25, May 30<sup>th</sup>- June 2<sup>nd</sup> 2017

**PURPOSE:** Learn and apply techniques and skills needed to become a successful recreation leader

**KEY RESPONSIBILITIES:**

Help develop activities, supervise games and assist the Camp Director as needed.

Assist in planning, organizing, supervising, and implementing camp policies and activities.

Help lead, organize, direct and be responsible for a group of 8-16 children.

Follow instructions from Recreation Leaders and Camp Director

Enforce all rules and regulations of the Olivette Parks and Recreation Department and the City of Olivette, including any camp rules, policies, and guidelines.

Maintain inventory of all supplies, equipment, and materials used in the program.

Assist in planning and promoting recreation programs

**REPORTS TO:** Camp Director

**QUALIFICATIONS:**

Must be 13-15 years of age by May 1, 2017.

Knowledge and ability to run games, sports and other outdoor activities.

Flexible schedules in case of unforeseen circumstances

Ability to communicate effectively with groups of children, adults, and peers.

**PHYSICAL REQUIREMENTS:**

Ability to lift and carry thirty (30) pounds.

Ability to push or pull up to 50 pounds.

Ability to bend, squat, kneel, reach from floor level to six (6) feet in height, hold and grip objects.

**SALARY RANGE:** Volunteer

**DEADLINE FOR APPLICATIONS:** Friday, March 10th, 2017 at 5:00 pm.

Applications are available at Olivette City Hall, 9473 Olive Blvd, Olivette, MO 63132 or on the City's website at [www.olivettemo.com](http://www.olivettemo.com). For additional information please contact the Human Resources Department at 314-983-5231 or by e-mail at [dmandle@olivettemo.com](mailto:dmandle@olivettemo.com).

**THE CITY OF OLIVETTE IS AN EQUAL OPPORTUNITY EMPLOYER**