



STUDENT VOLUNTEER APPLICATION

2022

City of Pembroke Pines
Recreation and Cultural Arts Department 3rd Floor
601 City Center Way
Pembroke Pines, Florida 33026
(954)-392-2130

STUDENT VOLUNTEER (S.V.) APPLICATION

The City of Pembroke Pines Recreation and Cultural Arts Department is currently accepting applications for Student Volunteers for our 2022 Summer Program.

- Who:** Participants must be 15 years old by September 1st, and have **completed 9th grade**. Volunteers must be Pembroke Pines Residents or attend Pembroke Pines Schools.
- What:** Volunteers assist our summer counselors with the daily camp activities. This is a learning experience and FUN too!
- When:** Volunteers will be needed throughout the entire summer. The City determines the location and the number of days or weeks the volunteer is assigned. No exceptions will be made.
- Where:** Camps will be held at several locations throughout the City of Pembroke Pines. We offer five unique areas of interest: Soccer Camp, Art Camp, Drama Camp, Special Population Camp (children and adults with special needs) or Tennis and Golf.
- Time:** Various (see volunteer form)
- How:** If you are interested, please complete the attached application and return to the following recreation centers by **Friday, May 13th, 2022**.

- Pembroke Lakes Tennis & Golf, 10500 Taft Street (954) 431-4146
Office hours: Monday- Friday, 8:30a.m. - 8:00pm

Student Volunteer General Information

Purpose

To provide participants with an opportunity to gain volunteer community service hours and develop leadership work experience.

Function

To provide assistance to staff in the organization, and implementation of recreational activities during the summer camp programs.

Participation

Space is limited in this program and will be capped at 20 volunteers. Individuals will be placed on a waiting list. Individuals will be selected by the City of Pembroke Pines recreation representatives, with approval by the Supervisors and chosen based on the following criteria:

- **All paperwork** (Student Volunteer Service Program Form) must be completed accurately and completely.
- Demonstration of talents, attitude and maturity.
- Hours per day and number of days available to assist.
- Energy, enthusiasm and desire to meet the program goals.
- Level II background screening, see last page of application for instruction and fees.
- **Must attend mandatory orientation Wednesday, May 31, 2022. (See orientation schedule).**
- **Volunteers who have been pre-selected to volunteer with one the City of Pembroke Pines Summer Camps will be contacted and invited to attend the orientation.**
- **Volunteers who apply are not guaranteed a camp to volunteer at.**

Qualifications

Students must be **15 years old by September 1st and have completed 9th grade.** Recreational activity knowledge and experience is a plus!

Locations and Camps Information

Camp will be held at several locations throughout the City of Pembroke Pines. We offer several unique areas of interest:

-Special Population Camp: Volunteer your time to work with individuals with disabilities. The goal is to provide quality recreational opportunities (games, field trips, art, crafts and swimming) for children and adults with special needs.

- Art Camp: The Summer Art Program offers 2-week sessions of art lessons. Theme-related songs, dances, games, and crafts are incorporated into the curriculum.

- Drama Camp: 4-week programs focusing on performing arts and theater. Children write their own scripts, edit, and incorporate music into the plays.

- Tennis and Golf Camp: Activities include recreation games, swimming and developing skills in tennis and /or golf.

- Soccer Camp: Activities include soccer drills, techniques, games and developing skills in the sport of soccer.

Behavior

If at any time a staff has a problem with your respectfulness or job performance, it will be discussed first with your assigned supervisor. **Should the problem continue, the volunteer will be removed from the program and parents notified.**

I further understand:

- *I agree to conduct myself in a mature, responsible manner and to remember that I am a representative of the City of Pembroke Pines.*
- *If I am unable to report for duty, I will contact the Site Supervisor.*
- *It is understood that since I am not an employee, I am not entitled to coverage of the City's health insurance, liability insurance, worker's compensation programs, or any other benefits given an employee.*
- *I have read and understand the Student Volunteer General Information sheet and agree to perform the duties therein to the best of my ability.*
- *If my work performance or behavior is deemed unacceptable by the Director, I understand that I may be dismissed. Upon dismissal, this agreement is void.*

Due to the popularity and number of requests to be a Student Volunteer for the City of Pembroke Pines Summer Camp program, we may find it necessary to schedule a limited number of volunteers per week to accommodate everyone. Please review your child's summer request dates again and try to be as accurate as possible in your requests.

Please return Student Volunteer application along with a typed 100 word essay, a letter of recommendation from a Guidance Counselor or Principal and a copy of your last report card, (original or copy of schedule background screening). No incomplete forms will be accepted. Deadline for all applications is Friday, May 13th, 2022.

**City of Pembroke Pines
Recreation and Cultural Arts Department
Volunteer Form**

Section 1
This section will be filled out by the Recreation Department

Department: Recreation and Cultural Arts:

Starting Date: Monday, June 13th, 2022

Ending Date: Friday, August 12, 2022

Supervisor's Name: _____ Hrs. of Work: _____

Brief description of job duties: Assist with Summer Camps

Date Background check completed: _____

Section 2
This section is to be completed by the volunteer (Please Print Clearly)

Name: _____
Last First Middle

Address: _____
Street # City State Zip Code

E-mail address: _____

Telephone Number: _____ Date of Birth: _____

School: _____ Grade: _____

Assignment & Scheduling

I will commit to work the following shift (s):

- | | |
|---|---|
| <input type="checkbox"/> Week 1 June 13 - June 17 | <input type="checkbox"/> Week 6 July 18 - July 22 |
| <input type="checkbox"/> Week 2 June 20 - June 24 | <input type="checkbox"/> Week 7 July 25 - July 29 |
| <input type="checkbox"/> Week 3 June 27 - July 1 | <input type="checkbox"/> Week 8 Aug 1 - Aug 5 |
| <input type="checkbox"/> Week 4 July 4- July 8 (Off July 4) | <input type="checkbox"/> Week 9 Aug 8- Aug 12 |
| <input type="checkbox"/> Week 5 July 11 - July 15 | |

****Volunteer will be assigned and placed on a first come first served basis and City reserves to right to assign volunteers accordingly****

Monday – Friday

- | | |
|--|--|
| <input type="checkbox"/> 7:30am - 4:00 pm (30 min Lunch) | <input type="checkbox"/> 8:00 - 4:30 pm (30 min Lunch) |
| <input type="checkbox"/> 9:00am - 5:30pm (30 min Lunch) | <input type="checkbox"/> 9:30 - 6:00pm (30 min Lunch) |

Volunteers are not permitted to leave campus for lunch breaks.

Section 3

In case of Emergency or Accident Please Notify

Name: _____

Last

First

Middle

Address: _____

Street #

City

State

Zip Code

Telephone #: _____

Relationship: _____

Section 4

This section is to be completed by the parent or legal guardian of the volunteer if under the age of 18. (Please print clearly).

Parental Consent

I give my consent for my son/daughter _____ to work as a volunteer with the City of Pembroke Pines.

Parent/Legal Guardian Signature

Date

Section 5

All volunteers please read and sign.

I understand that I am volunteering to serve the City of Pembroke Pines without any expectations of receiving compensation for my time and effort.

Release of Liability

For good and valuable consideration as well as being permitted to participate in Event, Program, or Activity in Pembroke Pines, Florida, Volunteer, and my successors, heirs, assigns, executors, administrators, legal representatives, employees, agents, and affiliates (and in the case of a corporation, and its officers, directors, and shareholders) (collectively referred to as Volunteer), forever release and discharge The City of Pembroke Pines, and each of its officers, elected officials, directors, employees, agents, and affiliates (collectively referred to as The City of Pembroke Pines) from all claims, demands, obligations liabilities, causes of action and judgments whatsoever, in law or in equity, which against and of the foregoing, any or all of Volunteer ever had, now has or which they hereinafter can, shall or may have for, upon or by reason of any matter, cause or thing whatsoever arising our of Volunteer's involvement in the Event, Program, or Activity. Volunteer hereby agrees to defend, indemnify and hold The City of Pembroke Pines harmless from and against any claim, demands, suit, loss, causes of action, damages, liabilities, obligations, attorney's fees, costs, expenses, and judgments (including without limitation, death, and damages to property) caused by Volunteer's acts or omissions and arising out of Volunteer's involvement in the Event, Activity, or Program.

THE VOLUNTEER HAS READ AND UNDERSTANDS THE FOREGOING RELEASE AND INDEMNIFICATION AND HAS SIGNED IT VOLUNTARILY.

Signature of Volunteer

Date

STUDENT VOLUNTEER INFORMATION

Mother's/Guardian's Name: _____

Employer: _____

Work Phone No. (s): _____ Cell Phone #: _____

Father's/Guardian's Name: _____

Employer: _____

Work Phone No. (s): _____ Cell Phone # _____

In Case of Emergency Contact (If parent cannot be reached): _____

Phone No. _____ Cell Phone #: _____

Relationship to Child: _____

Medical Information:

Name of Doctor: _____

Phone No. (s): _____

Any Allergies/Medication: _____

Have you volunteered for the City of Pembroke Pines before?

Yes: _____ No: _____

If yes what date: _____ What Program: _____

Who Was Your Site Supervisor? : _____

Student Volunteer Responsibilities

- Helping to lead activities, special events and games with the counselor.
- Assist in cleaning up your group's activity area.
- Assist in ensuring the proper use of games and equipment.
- Putting the lunches away in the morning and helping to take them out at lunchtime. Assist with trash removal at lunch and snack time.
- Report any broken equipment to your supervisor or counselor immediately.
- Other duties as assigned.
- Student Volunteer uniform shirt must be worn everyday. Please do not alter the shirt in anyway. If you come to camp without your Volunteer shirt you will not be allowed to participate that day.
- You are here to assist the counselors in any way possible. Be courteous and respectful to the counselors and the campers.
- Student Volunteers are to stay with their group at all times. There is to be no wandering off to visit with friends in other groups or classrooms.
- Student Volunteers will have a designated time that will be set aside by the Supervisor to retrieve your lunch/snacks.
- Should you have a medical appointment, you must have a parent or guardian call the site to let us know what time the appointment is and mode of transportation.
- Must punch in and out for lunchtime.
- Assist in the demonstrations and playing of activities with the campers.
- Follow directions of assigned counselors and supervisors.
- Assist in the maintenance of facilities and grounds utilized by the summer programs (take out trash after lunch, assist with special events).
- Serve as a positive role model for the campers.
- Other camp related duties as assigned.

Student Signature: _____ Date: _____

Mandatory Orientation
Pembroke Lakes Tennis & Golf
10500 Taft Street
Pembroke Pines, FL. 33025
Tuesday, May 31st 2022
6:30pm – 7:30pm
954-431-4146

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Camp Location

Special Population Camp
Charter Central School
12350 Sheridan Street
954-392-2127
8 Week Camp
June 13th – Aug 5th

Tennis & Golf Camp
Pembroke Lakes Golf and Racquet Club
10500 Taft Street
954-431-4146
9 Week Camp
June 13th – Aug 12th

Pembroke Pines Art & Cultural Center (PPAC)
Art/Drama Camp
901 NW 129th Ave
954-986-5027
9 Week Camp
June 13th – Aug 12th