



**STUDENT VOLUNTEER
APPLICATION 2026**

CITY OF PEMBROKE PINES CHARLES F. DODGE CITY CENTER
601 CITY CENTER WAY PEMBROKE PINES, FLORIDA 33025
(754)-230-5471

STUDENT VOLUNTEER (S.V.) APPLICATION

The City of Pembroke Pines Recreation and Cultural Arts Department is currently accepting applications for Student Volunteers for our 2026 Summer Program. Due to the popularity and number of requests to be a Student Volunteer, we may find it necessary to schedule a limited number of volunteers per 2-week session. We will do our best to accommodate everyone, but requests will be processed on a first-come, first-served basis and are dependent on camp availability/need.

- Who:** Volunteers must be Pembroke Pines Residents or attend a Pembroke Pines School.
- What:** Volunteers assist our summer counselors with the daily camp activities. This is a learning experience and FUN too!
- When:** Volunteers are needed throughout the entire summer. The City determines the location and sessions 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 four unique areas of interest: Soccer Camp, Art & Drama Camp, Special Population Camp (children and adults with special needs) or Tennis & Golf Camp.

If you are interested, please print the attached application and read carefully. Once completed, please email it to **Tiara Reid** (tireid@ppines.com) by **Thursday, May 7th, 2026**.

REQUIREMENTS TO APPLY

- Volunteers must be 15 years old by September 1st and have completed 9th grade.
- Volunteers must complete a Level II background screening (see last page of application for instruction and fees).
- Volunteers who have been selected to volunteer will be contacted and required to attend a **MANDATORY ORIENTATION on Wednesday, May 27th 2026 from 6:30pm - 7:30pm** at **Village Community Center**, 6700 SW 13th St. Pembroke Pines, FL 33023
- Volunteers must complete a Volunteer Application form and include:
 - ☐ Typed 100-word essay explaining “why you would like to volunteer with The City of Pembroke Pines.”
 - ☐ Letter of recommendation from a teacher, Guidance Counselor or Principal.
 - ☐ Copy of your last report card.

APPLICATION FORM, ESSAY, RECOMMENDATION LETTER, AND COPY OF REPORT CARD MUST BE SUBMITTED AT THE SAME TIME

STUDENT VOLUNTEER APPLICATION FORM

DEPARTMENT: RECREATION AND CULTURAL ARTS

START DATE: JUNE 8, 2026

END DATE: JULY 31, 2026

Brief description of job duties: Assist with Summer Camp daily operations.

SECTION 1

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:** _____

Are you a first-time student volunteer? ☐ Yes ☐ No; when: _____

ASSIGNMENT & SCHEDULING

I can commit to work the following weeks:

☐ **WEEKS 1 - 2:** JUNE 8 – JUNE 18*
(*CAMP CLOSED JUNE 19)

☐ **WEEK 5 - 6:** JULY 6 - JULY 17

☐ **WEEKS 3 - 4:** JUNE 22 – JULY 3

☐ **WEEKS 7 - 9:** JUNE 22 – JULY 3

Monday – Friday Schedule (please select one):

☐ 7:30AM – 4:00PM (30 MIN LUNCH)

☐ 8:00AM – 4:30PM (30 MIN LUNCH)

☐ 9:00AM – 5:30PM (30 MIN LUNCH)

☐ 9:30AM -6:00PM (30 MIN LUNCH)

PLEASE NOTE: VOLUNTEERS ARE NOT PERMITTED TO LEAVE CAMPUS FOR LUNCH BREAKS

Please list Camp preferences:

(Art & Drama Camp, Tennis & Golf Camp, Special Populations Camp, or Soccer Camp)

1. _____
2. _____
3. _____
4. _____

***Volunteers will be assigned and placed on a first-come, first-serve basis and City reserves the right to assign volunteers accordingly. Volunteers must commit to the full 2-weeks.**

SECTION 2

In case of Emergency or Accident, please notify. (Please print clearly.)

Name: _____
Last First Middle

Address: _____
Street # City State Zip Code

Telephone Number: _____

Relationship: _____

SECTION 3

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 son/daughter, _____ permission to work as a volunteer with the City of Pembroke Pines.

Parent/Legal Guardian Signature

Date

SECTION 4

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 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 judgements whatsoever, in law or in equity, which against and of the foregoing, any or all Volunteer ever had, now has or which they hereinafter can, shall or may have fore, upon or by reason of any matter, cause or thing whatsoever arising out 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 judgements (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 RESPONSIBILITIES

- Arrive to camp by your schedule time each day.
- Participate in demonstrations and activities with campers.
- Follow directions, as assigned, by counselors and supervisors.
- Help lead activities, games, and transitions.
- Assist in ensuring the proper use of games and equipment.
- Monitor campers during Free Swim
- Be courteous and respectful to the counselors and the campers.
- Maintain a professional relationship with all staff members and peers while at camp.
- Respect and follow the chain of command for the Recreation and Cultural Arts Department.
- Never leave children unattended.
- Follow the posted rules and regulations at each facility.
- Inform the Supervisor of any incidents or accidents that occur among campers as soon as they happen.

I have read and understand the Student Volunteer Responsibilities. Any issues with a volunteer's respectfulness or job performance could result in dismissal from the volunteer program. 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.

Signature of Volunteer

Date

CAMP LOCATIONS & INFORMATION

SPECIAL POPULATION CAMP

CHARTER CENTRAL SCHOOL
12350 SHERIDAN STREET | 954-743-1889
Tom Joyce | tjoyce@ppines.com

At this Camp volunteers will 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.

TENNIS & GOLF CAMP

PEMBROKE LAKES GOLF AND TENNIS CENTER
10500 TAFT STREET | 954-431-4146
Tom Joyce | tjoyce@ppines.com

At Tennis Camp volunteers will aid our instructors in offering quality tennis and golf instruction combined with fun off-court & course recreational activities, games, and pool time.

ART AND DRAMA SUMMER CAMP

PEMBROKE PINES ART & CULTURAL CENTER
901 NW 129TH AVE | 954-743-1799
Susana Villegas | svillegas@ppines.com

Summer Art Camp offers 2-week sessions of art lessons, games, and crafts.
Summer Drama Camp offers 4-week sessions focusing on performing arts and theater. Student Volunteers will assist with art/drama classes along with recreational activities including games, swimming days, and field trips.

SOCCER CAMP

WEST PINES SOCCER PARK
350 SW 196TH AVE | 954-743-1810
Renee Nunez | rnunez@ppines.com

At Soccer Camp volunteers will assist with developing our camper's soccer skills while covering a broad range of techniques, skills, and tactics.

**For questions and further details regarding specific camp information,
please call or email the camp site directly.**

CITY OF PEMBROKE PINES PARKS AND RECREATION DEPARTMENT SUMMER CAMP

LEVEL II BACKGROUND CHECK/FINGERPRINT PROCEDURES

Section 409.175 of the Florida Statutes requires employers to conduct Level 2 Background Checks (including fingerprinting) on all summer camp personnel before they engage in camp work. The results are reviewed by the Department of Children and Families to determine eligibility to provide care for children and are sent to the Agency for Healthcare Administration clearing house.

The cost is generally under \$100 depending upon the vendor. These fees are set by and paid to the vendor/state and are not retained by the City of Pembroke Pines.

In order for results to be sent to us the Originating Agency Identifier (ORI) EDCFSC30Z and Originating Agency Case number (OCA) 10061770Z must be included when completing fingerprints.

Vendors offering Level II background screening/fingerprints in Pembroke Pines for Summer Camp:

1. <https://www.daontis.com>
2. <https://www.fieldprintflorida.com>
3. <https://fl.ibtfingerprint.com>

Below is an example of the process to schedule a background check/fingerprinting through <https://fl.ibtfingerprint.com>

1. Go to <https://fl.ibtfingerprint.com> and select **Schedule a New Appointment**.
2. Click the arrow to the pull down menu under “agency name” and choose: DCF – Dept. of Children and Families
3. Enter Originating Agency Identifier (ORI) EDCFSC30Z in the box (using zeros, not the letter “O”):
4. Enter live scan originating agency case number (OCA) 10061770Z in the box (using zeros, not the letter “O”):
5. Enter your zip code in the box.
6. A list of locations and appointment times will appear. Choose a time and place convenient to you.
7. Enter all information required (marked with asterisk *). Note: if applicant does not have a driver license just enter 1234 and state and Florida as license/id state.
8. Double check all information is correct and then select GO>.
9. Choose payment method.
10. Make sure you receive email confirmation. Bring ID to appointment.

Please note: The **sole means** of retrieving eligibility results from DCF to the Agency for Healthcare Administration (AHCA) is by using the subject's:

- Last name/date of birth
- **AND**
- Social Security Number

There is no other way to retrieve the letter of eligibility. Security concerns regarding dissemination of social security numbers are completely understandable.

The Administrative Assistant for our Recreation & Cultural Arts Department can either contact the applicant/guardian via telephone and type the number directly into the AHCA website without keeping a record, or the applicant/guardian can type the number in themselves by coming to the Recreation & Cultural Arts Administrative Office at:

City Hall - 601 City Center Way, Pembroke Pines FL, 33025
Monday - Thursday from 9AM to 5PM

Please call Cheryl Hannon, Administrative Assistant II, at the City of Pembroke Pines Recreation & Cultural Arts Department at (954)392-2123, to provide volunteer's social security number once appointment has been completed or if there are questions.