



**City of Brea**  
**Community Services Department**  
**2020 Summer Volunteer Application**

Thank you for your interest in the 2020 City of Brea Volunteer Program. This 10-week program offers Brea teens, grades 9<sup>th</sup> through 11<sup>th</sup> (as of Fall 2020), an opportunity to gain leadership skills and work experience while volunteering for the Community Services Department. The program is designed to introduce teens to the world of public service while providing them with an opportunity to learn and grow.

*Please note:*

- Applicants must live or go to school within the city limits of Brea.
- Applicants must be entering 9<sup>th</sup> through 11<sup>th</sup> grade, as of Fall 2020.
- It is important that Volunteers are available throughout the summer and are **COMMITTED** to complete their agreed upon hours and assigned schedules at their assigned programs. Five days of vacation time are allowable. Volunteer applicants who require more time off will not be considered due to the staffing needs of each program.
- In applying to the Volunteer program, if selected, *you are agreeing to work the summer program(s) that you **are** assigned to*, including but not limited to: The City Clerk's Office, Aquatics, Day Camp, Youth Sports, Kid Watch, Tiny Tots/Kids Play Days, Summer Fun Club/Craft Club, Management Services, Administrative Services/Fire, and Curtis Theatre/Concerts in the Park. While we will take your preferences into consideration, we will make assignments based upon program needs.
- Parent/Volunteer Orientation is **MANDATORY** and will be held **Tuesday, June 2<sup>nd</sup> at 7:00 p.m.** at the Brea Community Center.

**APPLICATION DEADLINE: FRIDAY, APRIL 3<sup>RD</sup> AT 5:00 P.M. - LATE APPLICATIONS WILL NOT BE ACCEPTED**

PLEASE RETURN APPLICATION **WITH ONE LETTER OF RECOMMENDATION TO:**

Attention: Volunteer Program – Lori Angeles  
 Brea Community Center, 695 E. Madison Way, Brea, CA 92821

Name:			
Address:	City:	State:	Zip
Phone:			
Cell Phone (If available):		Email (If available):	
Birth Date:			
School Now Attending:			
Grade Completed This Year:			

**Please attach a letter of recommendation from a teacher, coach, club leader, pastor, etc. with your Volunteer Application. Applications will not be accepted without a letter of recommendation.**

Name: \_\_\_\_\_

**Volunteer Applicant Questionnaire**

*For the following questions, please attach another sheet of paper if additional space is required.*

1.) Why would you like to be a City of Brea Volunteer?

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2.) Please note any previous volunteer experience (i.e. church groups, school clubs, sports, student government, scouts, etc.).

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3.) Please tell us about the hobbies, activities or special skills that you have that you believe will help to make you a good Volunteer. (Take into consideration that you will most likely be working with children, supervising activities or sports).

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**City of Brea**  
**COMMUNITY SERVICES DEPARTMENT**  
**2020 Summer Volunteer**  
**Job Descriptions**

Please read the following job descriptions before selecting the areas you would like to work in. **Pay close attention to the work schedules posted to make sure you can comply with the areas you are interested in.** These job descriptions are meant to give potential volunteers an idea of what typical job duties are meant to be, and are subject to change once the program actually begins.

**CITY CLERK'S OFFICE VOLUNTEEN-160 hours**

The Volunteer will be responsible for assisting the City Clerk's Office with managing City records including but not limited to adding information into the computer system, shredding documents that are no longer required to keep, and filing records in the City Vault or Records Retention Room. This includes data entry; using the shredding machine; separation of clips and usable folders; scanning documents; lifting boxes; and disposal of filled bags. In addition, there may be times when the department could use assistance with customer service and Council meeting setup. This is comprised of answering phones or assisting internal staff with record retrieval; prepping the meeting rooms prior to Council meetings; food/drink arrangement with caterer/restaurant; and restocking food/office supplies. The Volunteer must be able to work well independently, be able to sit/stand for long periods of time and be versatile when needed. The Volunteer should be available to work Monday through Friday between 9:00 a.m. and 5:00 p.m.

**AQUATICS VOLUNTEEN-120-160 hours**

This 10-week program includes swim lessons, as well as recreational swim times, in a safe and supervised environment. The pool is open 8:00 a.m. to 7:30 p.m. and on Wednesday nights 6:30 p.m. to 8:30 p.m. The pool is open weekend hours, also. Pool hours are Monday through Friday, 9:00 a.m. to 1:00 p.m. for swim lessons, 1:30 p.m. to 3:30 p.m. for recreation swim, 4:00 p.m. to 7:30 p.m. for swim lessons and 6:30 p.m. to 8:30 p.m. for Wednesday Night Swim. Saturday and Sunday hours are 12 p.m. to 4:00 p.m. Hours are subject to change according to program needs. Duties include, but not limited to: Assist with swim lessons, clean pool deck, basket check, making signs, flyers and posters, and front counter work. Volunteers working at the plunge may be asked to work Wednesday evenings during Concerts in the Park.

**DAY CAMP PROGRAM VOLUNTEEN-160 hours**

This is a 10-week camp program for children 5 to 12 years of age. Program includes excursions, games, arts and crafts and sports. (Day Camp supervisor will provide schedule of hours to be completed by Volunteer). Hours can be subject to change depending on program needs. Camp hours are Monday through Friday, 7:00 a.m. to 6:00 p.m. Volunteers are required to attend an orientation/training (TBA). Duties may include, but not limited to: Assisting with games and sports, work with staff leading group activities and helping with arts and crafts.

**YOUTH SPORTS VOLUNTEEN-120 hours**

**Volunteers working sports must work both Baseball and Mini-Soccer programs to fulfill their hours.**

**Baseball**-This program is designed for children four years of age through sixth grade. This is a 7-week program offering youth a low-key instructional atmosphere. **Workdays are Tuesday and Thursday 8:30 a.m. to 1:30 p.m.** Hours are subject to change based on program needs. Duties include, but not limited to: Set up fields in the morning, put out bases, chalk the field lines and batter's box, disperse equipment, officiating games, demonstrating various baseball skills, monitoring children during games and clinics, keeping score and assisting with awards ceremony setup

**Soccer**-This is an 8-week instructional program for children 4 to 12 years of age. Knowledge of soccer is essential. The program will take place on **Saturdays from 10:30 a.m. to 6:00 p.m.** Duties include, but not limited to: Keeping score, understanding and carrying out oral and written directions, monitoring children during games and clinics, demonstrating various soccer skills, monitor and inventory soccer equipment and assist at awards ceremony

**KIDWATCH VOLUNTEEN-90 hours**

The Kidwatch Volunteer will assist with the care of children eight years of age and younger. The infants in Kidwatch are assisted by adult staff. The Volunteer working in this 8-week program will be required to work 2.5 hours a day for a total of **90 hours**. Kidwatch is held Monday through Friday, 8:30 a.m. to 11:00 a.m. Duties include overseeing the care of children, reading, playing, and doing craft projects.

**TINY TOTS/KIDS PLAY DAYS VOLUNTEEN-120-160 hours**

This 9-week program provides recreational, learning activities for children three to five years of age. Program hours are Monday through Thursday, 9 a.m. to 12 p.m. (Tiny Tots) plus five Fridays, 9 a.m. to 2 p.m. (Kids Play Days). Hours subject to change according to program needs. Duties include, but not limited to: Set up and clean up classroom, assist staff with preparation of arts and crafts materials, set up snack time and assist staff in supervision of children during outside play. Volunteers may be asked to work Tuesday/Thursday Summer Craft Club 12:00 p.m. to 3:00 p.m.

**SUMMER FUN CLUB/SUMMER CRAFT CLUB VOLUNTEEN-120-160 hours**

The Club offers children five to eight years of age the opportunity to create theme-of-the-day arts and crafts and also participate in excursions in a safe and supervised environment. Hours subject to change according to program needs. Volunteers will be asked to work Monday through Thursday, 9 a.m. to 12 p.m. (Summer Fun Club) plus 12 p.m. to 3 p.m. Tuesday and Thursday (Summer Craft Club). Volunteers may be asked to work Fridays, 9 a.m. to 2 p.m. for Kids Play Days. Duties included, but not limited to: Assist children with arts and crafts, assist staff to supervise children on excursions, interact/play with the children, set up snack time, and set up and clean up classroom.

**MANAGEMENT SERVICES -160 hours**

The Volunteer will be responsible for assisting all three divisions: Communications & Marketing, City Manager's Office, and City Clerks Offices. The Management Services Volunteer duties will include helping City Manager's Office with general filing, organizing, and records retention. They will help the City Clerk's Office by completing the same duties listed under the City Clerk's Office Volunteer. In addition, this Volunteer will help the Communications & Marketing by organizing the City's photo files, assist with photo and video production, as well as assisting with the City's social media outreach. The Volunteer should be available to work Monday, Wednesday, and Thursday between 9:00 a.m. and 2:00 p.m.

**ADMINISTRATIVE SERVICES/FIRE DEPARTMENT VOLUNTEEN-90 hours**

The Volunteer will be responsible for assisting the Administrative Services Department with filing documents, shredding checks, labeling folders, and organizing documents. This includes operation of the shredding machine, separation of clips and usable folders and disposal of the filled bags. In addition, there may be times when the department could use assistance with mailings for the Business License Division. This is comprised of labeling envelopes, folding the documents and stuffing. There may be times when label creation is required via the computer. The candidate must be able to work well independently, be able to sit for long periods of time and be versatile when needed. Volunteer Monday through Thursday 9 a.m. to 12 p.m. and every other Friday 9 a.m. to 3:30 p.m.

**CURTIS THEATRE AND CONCERTS IN THE PARK VOLUNTEEN-120 hours**

The Curtis Theatre is looking for dedicated individuals to serve as ushers, help backstage and assist with Concerts in the Park or other special events this summer. Contribute to a dynamic team while learning more about producing live theatre and staging special events. Volunteers selected for the Curtis Theatre should be available for most of the following program dates/times:

Concerts in the Park: July through August, Wednesdays, 6:30 p.m. to 8:00 p.m.

Friday Night Family Films: Arovista Park, 6:00 p.m. to 10:00 p.m.

Brea's Youth Theatre Ushers/ Backstage Help: July through August, Thursdays/Fridays, 7:00 p.m. to 10:00 p.m.; Saturdays 1:00 p.m. to 5:00 p.m. and 7:00 p.m. to 10:00 p.m. and Sundays 1:00 p.m. to 5:00 p.m.

Brea Fest: August 14, 6:30 p.m. to 10:00 p.m.

Name: \_\_\_\_\_

### Volunteer Hours

If I am accepted to the 2020 Volunteer Program, I will commit to volunteer:

- 90 hours                       120 hours                       160 hours

If I am accepted to the 2020 Volunteer Program (Please check one of the following options):

- I would like to have the stipend paid to me at the end of the program.  
90 hours = \$90, 120 hours = \$125, 160 hours = \$175
- I would like to have my hours put toward the Mayor's Youth Award and donate the stipend to the Helping Hands Scholarship Fund.

### Summer Program Assignment Preferences

As a 2020 Volunteer, you will support key Community Services programs. Please number your top 3 preferences. While we do take your preferences into consideration when assigning Volunteers to work the various summer programs, we cannot guarantee that your request will be granted due to our program needs.

**Please see Volunteer 2020 Job Descriptions for more information on our summer programs and to see the time commitments require for each program.**

NOTE: So we can meet the staffing needs of our programs, it is important that Volunteers are generally available throughout the summer and are committed to their assigned schedules. A maximum of 5 total "vacation" days will be allowed so you can take family vacations, attend summer school, sports camp, etc. Due to the varied staffing requirements of our programs, applicants that require more time off cannot be selected for the Volunteer program.

- Summer Fun Club/Craft Club                       Tiny Tots/Kids Play Days                       Kidwatch                       Day Camp
- Curtis Theatre/Concerts in the Park                       Youth Sports (Mini Soccer/Baseball)                       City Clerk's Office
- Administrative Services/Fire                       Management Services                       Aquatics

### Summer Schedule

Parents and Volunteers: Please review your schedules and take into consideration any family vacations, summer school schedules and other activities (i.e. school, sports, church, etc.) that would conflict with your 2020 Volunteer schedule. Please be as accurate as possible as this will assist supervisors with your program placement and your summer schedule.

**I am available to work:**

Day	a.m.	p.m.	Day	a.m.	p.m.
Monday		to	Friday		to
Tuesday		to	Saturday		to
Wednesday		to	Sunday		to
Thursday		to	Brea Fest*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

*\*Brea Fest is in the evening on Friday, August 14<sup>th</sup>.*

**If you are chosen for the Program, you will receive a Volunteer t-shirt. What size do you wear?**

\_\_\_\_\_

Name: \_\_\_\_\_

### **Volunteer Expectations**

1. Be on time.
2. Call your program supervisor immediately if you will be late or absent.
3. Complete the number of hours you agreed to in your Volunteer contract.
4. Complete all assigned tasks and duties. Ask questions if you are unsure of duties.
5. Maintain your Record of Hours. Talk with your program supervisor or the Volunteer Coordinator, Lori Angeles, if you have questions about finishing your hours.
6. Always wear your Volunteer t-shirt. It must be clean and well kept at all times. No torn, ripped, faded, or baggy clothing (no visible undergarments showing) is permitted.
7. If you witness or are involved in an accident while you are working as a Volunteer, inform your program supervisor immediately.
8. No visitors. Personal conversations should not take place in front of customers. Inappropriate language is never acceptable.
9. Gum chewing is not allowed. Food and drinks shall only be consumed in break areas or in approved program areas.
10. No personal calls without permission of your supervisor. Cell phones should be off or on vibrate and answered only for emergency purposes upon approval of your site supervisor.
11. Because of the staffing needs of our programs, it is important that Volunteers are generally available throughout the summer and are committed to their assigned schedules. A maximum of five total "vacation" days will be allowed; however, vacations will be approved by the program coordinator based on program needs and program duration. Due to the varied staffing requirements of our programs, applicants that require more time off may not be selected for the Volunteer program.
12. As a Volunteer, you represent the City of Brea. Be polite and professional at all times.
13. Be helpful; work hard; and most of all, enjoy yourself.

If you have questions or concerns about the Volunteer Program now or in the future, feel free to call:

**Lori Angeles (714) 990-7158**

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### **Parent Consent**

I have read the information for the 2020 Summer Volunteer Program and give my consent for my son/daughter to apply for the program. This signature will also apply for consent should my son/daughter be accepted for the program.

Parent  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### **Certificate of Applicant**

I certify that all statements in this application are true and complete to the best of my knowledge. I understand that any false statements of material facts will subject me to disqualification or dismissal.

Applicant  
Signature: \_\_\_\_\_

Date: \_\_\_\_\_