



City of Brea
Community Services Department
2021 Summer Volunteer Application

Thank you for your interest in the 2021 City of Brea Volunteer Program. This summer program offers Brea teens, grades 9th through 11th (as of Fall 2021), 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 9th through 11th grade, as of Fall 2021.
- 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 or Aquatics. While we will take your preferences into consideration, we will make assignments based upon program needs.
- Program is expected to run June 7th – August 13th but dates are subject to change.

PLEASE EMAIL APPLICATION TO LORI ANGELES

loria@cityofbrea.net

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

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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?

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

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).

City of Brea
COMMUNITY SERVICES DEPARTMENT
2021 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 Thursday between 9:00 a.m. and 4:00 p.m.

AQUATICS VOLUNTEEN-120-160 hours

This program includes swim lessons, as well as potentially recreational swim times, in a safe and supervised environment. The pool is open 8:00 a.m. to 7:30 p.m. Monday through Thursday. The pool possibly could be open Friday and weekend hours. Hours are subject to change according to program needs. The Volunteer must be able to work between 8:00 a.m.-7:30 p.m. for 4 to 5-hour shifts. Duties include, but not limited to: clean pool deck and equipment, monitor number of patrons entering the restroom, basket check, making signs, flyers and posters, and front counter work.

Name: _____

Volunteer Expectations

1. Be on time.
2. Call your program supervisor immediately if you will be late, absent, or are feeling sick.
3. Practice social distancing and wear a mask at all times.
4. Complete the number of hours you agreed to in your Volunteer contract.
5. Complete all assigned tasks and duties. Ask questions if you are unsure of duties.
6. Maintain your Record of Hours. Talk with your program supervisor or the Volunteer Coordinator, Lori Angeles, if you have questions about finishing your hours.
7. 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.
8. If you witness or are involved in an accident while you are working as a Volunteer, inform your program supervisor immediately.
9. No visitors. Personal conversations should not take place in front of customers. Inappropriate language is never acceptable.
10. Gum chewing is not allowed. Food and drinks shall only be consumed in break areas or in approved program areas.
11. 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.
12. 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.
13. As a Volunteer, you represent the City of Brea. Be polite and professional at all times.
14. 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

Parent Consent

I have read the information for the 2021 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: _____