CITY OF TORRANCE COMMUNITY SERVCES DEPARTMENT
RECREATION SERVICES DIVISION
3031 TORRANCE BLVD. • 310/618-2930

VOLUNTEER OPPORTUNITIES

YOUTH VOLUNTEER LEADERSHIP TRAINING PROGRAM FOR STUDENTS ENTERING 10TH, 11TH, AND 12TH GRADERS

The City of Torrance Community Services Department is seeking responsible high school students to participate in a Volunteer Leadership Training Program sponsored by the Recreation Services Division. The Youth Volunteer Leadership Training Program is an excellent opportunity to serve the community, receive valuable training, effectively work with children and adults, and provide participants the necessary preparation needed for a job in recreation.

The YVL Training Program consists of five days of instruction in areas such as sports and games; safety and first aid; arts and crafts; communication skills, as well as valuable leadership skills. After completion of the training, volunteers will serve for 8 weeks assisting recreation staff in some of the following program areas: the Nature Center; learning about nature and environmental issues, working with children at a Park or Day Camp setting; youth sports' programs with children (coaching/umpiring/refereeing) or working with seniors at a Senior Center Citizen facility (see back of application). Volunteers are limited to 3-5 days per week of service, until completion of the program on August 16, 2013. Participants will receive 2 T-shirts and a name badge to be worn during service hours; and the program will culminate with a recognition event.

IN SERVICE TRAINING:
THE ATTIC (A Torrance Teen Center)
2320 West Carson Street, Torrance.
Monday through Friday • June 24 – June 28, 2013 • 10:00 A.M. - 2:00 P.M.
NOTE: *Only applicants available to participate for most of the summer will be accepted into the program.*

VOLUNTEER SERVICE: 175 hours
July 1 - August 16, 2013 (program will not meet July 4th)
between the hours of 6:00 A.M. - 6:00 P.M. (depending on assignment)
Up to 5 days per week.
Time and location will vary according to each assignment.

COST: $135.00 residents / $150.00 non-residents per person
(Includes training, training material, two T-shirts and a badge)

The Volunteer Leadership Training Program promises to be an exciting learning experience while serving the community. If you would like to be considered for the program, please detach and complete the form below and return no later than May 29. 2013. **Limited space available, all others will be placed on a waiting list, only those not accepted into the program will receive a full refund. Pre-registration is required.** For additional information, call 310/618-2949 or 310/782-8828.

VOLUNTEER LEADERSHIP TRAINING APPLICATION FORM

Please complete the following and mail or hand-deliver this form to the Community Services Department, Recreation Division, 3031 Torrance Blvd., Torrance, CA 90503. **DO NOT** send payment with your application. All applicants and parents **MUST** attend a **MANDATORY** meeting on Tuesday, June 4, 2013 at THE ATTIC, from 6:00 – 7:00 p.m. Participants will be notified of their acceptance into the program and will make payment to the Registration Office by Thursday, June 13, 2013. **Refunds and credits will not be issued for this program.**

The Supervisor has the final decision on where the volunteer will be placed.

Please print

Name _____ **Age** _____ **Birth Date** ____/____/____

Male/Female _____ **School** _____ **Current Grade** _____

E-Mail Address _____

Address (Street, City and Zip Code) _____

Day Phone _____ **Emergency Phone** _____

Mother's Name _____ **Day Phone** _____ **Evening Phone** _____

Father's Name _____ **Day Phone** _____ **Evening Phone** _____

Days Preferred (check) ____**M** ____**T** ____**W** ____**TH** ____**F** *(Can work out with site supervisor)*

FOR OFFICE USE ONLY: Date Received _____ Receipt # _____ Receipt Date _____

YOUTH VOLUNTEER TRAINING PROGRAM
OPPORTUNITY DESCRIPTIONS

Please note some of the programs may not be available

MADRONA MARSH PRESERVE AND NATURE CENTER
Learn and experience the Madrona Marsh Preserve and the Nature Center and its environmental issues. Become a docent. Clerical duties are involved such as, filing and light typing.

SUMMER CAMPS AT VARIOUS CITY PARKS
Work with children assist with games, arts and crafts, sports, games and special events in a park setting. Learn to teach activities under the direction of Senior Recreation Leaders.

PRE-SCHOOL
Work with children between the ages of 3 - 5 years old assisting with arts and crafts, games, songs and stories.

MINI KIDS CLUB
Work with children between the ages of 5 - 9 years old assisting with arts and crafts, cooking and games.

DAY CAMPS
Work with children in a Day Camp setting, assisting with sports, games, arts and crafts, cooking, special events, field trips and much more. Sports Camp volunteers will assist in teaching specific sports and activities, all under the direction of Senior Recreation Leaders and Recreation Leaders.

YOUTH SPORTS *(may not be available)*
Assist with sports programs for and with children (coaching/umpiring/refereeing). Learn the basic fundamentals of how to coach, umpire and referee a game and use these basic skills in almost any sport.

SENIOR CITIZENS' CENTERS
Work with seniors two days a week at a senior center facility. You will be assisting with a variety of recreational programs geared towards seniors; help create flyers; decorate for special events (4th of July luncheon); change bulletin boards; interact with participants, and help set-up and serve lunches. The student would also have an opportunity to visit and help other senior centers in Torrance. **Project idea:** if interested, the volunteer could interview senior citizens and write mini-biographies for them.

REGISTRATION OFFICE
Work in the Community Services' Department Registration Office located in Torrance City Hall. Learn how to register for classes, interact with the public and learn about all the programs and classes the City of Torrance has to offer the community. In addition, may answer phones, and do filing and much more.

FACILITIES

THE ATTIC, A Torrance Teen Center *(may not be available)*
Assist staff with teaching classes for Middle School girls; Babysitter Preparedness class, where you will help teach safety tips, general child care skills and fun recreation activities. Participants may also assist staff with Teen Camp activities once a week.

RECREATION SERVICES DIVISION OFFICE
Work in an office setting learning light clerical work, typing, filing, composing statistics, putting together data and more. Knowledge of Microsoft Word and Excel may be needed.

TORRANCE CERTIFIED FARMERS' MARKET
Assist Farmers' Market staff setting up and tearing down. The market is open on ***Tuesdays and Saturdays* only** from 6:00 a.m. until 3:00 p.m. This position also involves lifting tables and chairs and setting up cones for traffic control that provides a barricade. It also may include helping to move heavy equipment and general cleaning with broom and dustpan around the market. Tearing down once the market is closed.

** ***PLEASE REMEMBER:*** We will try to place you with your first or second choice, but it may not happen. The Program's Supervisor has the final decision on where the volunteer is placed. Priority will be given to applications in the order the applications are received in the Registration Office. Please note that a participant registered in this program **will not** be placed at the same site where another sibling is registered in a class or program.