

Summer Volunteer Hours for High School Students

YOUTH VOLUNTEER LEADERSHIP *Training Program*



The City of Torrance Community Services Department is seeking responsible high school students entering 10th, 11th and 12th grade to participate in a Volunteer Leadership Training Program sponsored by the Recreation Services Division.

This program is an excellent opportunity to serve the community, obtain 100 volunteer hours, receive valuable training, effectively work with children and adults, and provide participants with the necessary preparation needed for a job in recreation.

JUNE 19 - July 28

COST: \$135.00 residents / \$150.00 non-residents per person

(Includes training, training material, two T-shirts and a badge)

Participants must provide their own transportation.

City of
TORRANCE
California

Torrance Community Services Department
Recreation Services Division
www.Recreation.TorranceCA.Gov

"Creating and Enriching Community through People, Programs and Partnerships"



YOUTH VOLUNTEER LEADERSHIP TRAINING PROGRAM FOR HIGH SCHOOL STUDENTS

The City of Torrance Community Services Department is seeking responsible high school students entering 10th, 11th and 12th grade to participate in a Volunteer Leadership Training Program sponsored by the Recreation Services Division. This program is an excellent opportunity to serve the community, obtain 100 volunteer hours, receive valuable training, effectively work with children and adults, and provide participants with the necessary preparation needed for a job in recreation.

VOLUNTEER SERVICE

100 hours

June 19 – July 28, 2023 (program will not meet July 4th)

Hours, days, and location vary according to each assignment. **NOTE: Only applicants available to participate for most of the summer will be accepted into the program.**

MANDATORY IN SERVICE TRAINING

THE ATTIC (A Torrance Teen Center)

2320 West Carson Street, Torrance

June 19 – June 23, 2023

10:00 a.m. - 2:00 p.m.

COST: \$135.00 residents / \$150.00 non-residents per person

(Includes training, training material, two T-shirts and a badge)

Participants must provide their own transportation.

The Youth Volunteer Training Program consists of five days of in-service training 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 one week in service training, volunteers will serve for 5 weeks assisting recreation staff in recreation programs (see program descriptions). Staff attempt to place volunteers with the first or second choice programs, but staff have the final decision. Program hours, days and locations vary. Please note that a participant registered in this program will not be placed at the same site where another sibling is registered in the program.

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 complete the Volunteer Leadership Training Application, and return it to the Community Services Department, Recreation Division, 3031 Torrance Blvd., Torrance, CA 90503. Do not send payment with your application. Youth Volunteer Leadership Applications **Resident Registration begins May 15 and Non-Residents Registration begins May 22 through June 5**. Volunteer spaces are limited, all others will be placed on a waiting list.

All applicants and parents **MUST** attend a **MANDATORY** meeting on **Tuesday, June 6** at THE ATTIC (2320 West Carson St.), from 6:00 – 7:00 p.m. Participants will be notified of their acceptance into the Youth Volunteer Leadership Program at the parent meeting and payment will be **due by Friday, June 9, 2023**. Refunds and credits will not be issued for this program.

For additional information, call (310)618-2729 or (310)782-8828.

VOLUNTEER PROGRAM DESCRIPTIONS

Please note that days/times may vary for each program and are subject to change.

- A. **MADRONA MARSH PRESERVE AND NATURE CENTER** - Learn and experience the Preserve and its environmental issues. Become a docent. Clerical duties are involved such as, filing and light typing. *Tuesday, Wednesday and Thursday from 10:00 a.m. - 5:00 p.m.*
- B. **PRE-SCHOOL** - Work with children between the ages of 3 - 5 years old assisting with arts and crafts, games, songs and stories. *Monday - Friday- 8:30 -11:30 a.m. (5 weeks only). This assignment will include another program to complete 100 hours.*
- C. **DAY CAMPS** – Work with children in a Day Camp setting, assisting with sports, games, arts and crafts, cooking, special events and much more. Sports Camp volunteers will assist in teaching specific sports and activities. *Monday, Tuesday, Thursday, and Friday from 9:00 a.m. - 4:00 p.m.*
- D. **SENIOR CITIZENS' CENTERS** - Work with senior citizens programs at a senior center facility assisting with flyers, decorating for special events, changing bulletin boards, interacting with participants, and helping set-up and serve lunches. *Monday – Friday between 9:00 a.m. – 2:00 p.m. (3-4 hours per day).*
- E. **THE ATTIC, A TORRANCE TEEN CENTER CAFÉ** – Assist with preparing and leading Middle School Babysitting classes and activity set-up for camps. *Tuesdays from 11:30 a.m. - 4:00 p.m. This assignment will include another program to complete 100 hours.*
- F. **COMMUNITY SERVICES OFFICE** – Work in an office setting performing light clerical work, typing, filing, composing statistics, putting together data and more. The position requires basic knowledge of Microsoft Word and Excel. *Days and hours vary between Monday - Friday (2-3 days per week and 4-6 hours per day).*
- G. **TORRANCE FARMERS' MARKET** – Assist with setting up and tearing down the market. This position involves lifting tables, chairs, moving equipment and general cleaning with broom and dustpan around the market. *Tuesdays and Saturdays from 6:00 a.m. – 3:00 p.m.*
- H. **TORRANCE PLUNGE LOCKER ROOM** – Assists with swim class check-in, rent locks, keep restrooms stocked, open and close upper deck. Days and hours vary between *Mondays – Sunday from 8:00 a.m. – 8:00 p.m.*
- I. **TORRANCE SEA-AIRE GOLF COURSE FACILITY** – Assist staff with daily office and golf course duties. Register players, collect fees, assign golf equipment, and answer customer inquiries with a varied work schedule *Monday through Friday from 9:00 a.m. – 7:00 p.m.*
- J. **TORRANCE YOUTH SUMMER BASKETBALL PROGRAM** – Assist staff officiating games for the younger age division, five and six years old, *Saturday's 8:00 am. – 8:00 pm.* Set up basketball courts and score keep games *Tuesday and Friday evenings, 5:00 pm – 8:30 pm, and Saturday games 8:00 a.m. – 8:00 p.m.*



VOLUNTEER LEADERSHIP TRAINING APPLICATION

Please complete this form and return it to the Community Services Department, Recreation Division, 3031 Torrance Blvd., Torrance, CA 90503. DO NOT send payment with your application. Volunteer spaces are limited, all others will be placed on a waiting list. All applicants and parents **MUST** attend a **MANDATORY** meeting on **Tuesday, June 6, 2023**, at THE ATTIC (Torrance Teen Center located at 2320 West Carson St.), from 6:00 – 7:00 p.m.

Name: _____ Age: _____ Birth Date: ____/____/____

Male/Female School: _____ Grade Entering in August 2023: _____

Address: _____
Street City Zip

Day Phone: _____ Emergency Phone: _____

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

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

Parent E-Mail Address: _____

Summer Activities: (List all activities or schedule commitments i.e., soccer M and F from 4:00-6:00) _____

Summer Vacation Days: _____

Note only applicants available to participate for most of the summer will be accepted.

Do you have siblings register in any of the programs listed: Yes/No If yes, what program: _____

Comments: _____

Volunteer Program Preference: 1st choice ___ 2nd choice ___ 3rd choice ___ 4th choice ___ 5th choice ___

FOR OFFICE USE ONLY:

Date Received _____ Receipt # _____ Receipt Date _____ Application Number _____

Program: _____