



## **YOUTH VOLUNTEER LEADERSHIP TRAINING PROGRAM FOR HIGH SCHOOL STUDENTS**

The City of Torrance Community Services Department is seeking responsible high school students entering 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> 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 150 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 16 – August 8, 2025 (program will not meet July 4<sup>th</sup>)

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 16 – August 8, 2025

10:00 a.m. - 6:00 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 20 and Non-Residents Registration begins May 27 through June 2.** Volunteer spaces are limited, all others will be placed on a waiting list.

All applicants and parents **MUST** attend a **MANDATORY** meeting on **Monday, June 2** at THE ATTIC (2320 West Carson St.), from 5:00 – 6:00 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 6, 2025.** Refunds and credits will not be issued for this program.

For additional information, call (310)618-2935 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/EARLY CHILDHOOD EDUCATION** - 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 10:00 a.m. – 3:30 p.m.*
- D. **MINI DAY CAMPS** - This program offers a half-day camp for children ages 5-7 assisting with arts, crafts, games, entertainment, water play days and activity set up/clean up. *Monday through Friday between 9:00 a.m. and 2:00 p.m.*
- E. **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).*
- F. **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.*
- G. **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).*
- H. **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.*
- I. **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.*
- 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 **Monday, June 2, 2025**, at THE ATTIC (Torrance Teen Center located at 2320 West Carson St.), from 5:00 – 6:00 p.m.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Male/Female School: \_\_\_\_\_ Grade Entering in August 2025: \_\_\_\_\_

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: 1<sup>st</sup> choice \_\_\_ 2<sup>nd</sup> choice \_\_\_ 3<sup>rd</sup> choice \_\_\_ 4<sup>th</sup> choice \_\_\_ 5<sup>th</sup> choice \_\_\_

**FOR OFFICE USE ONLY:**

Date Received \_\_\_\_\_ Receipt # \_\_\_\_\_ Receipt Date \_\_\_\_\_ Application Number \_\_\_\_\_

Program: \_\_\_\_\_