



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

Summer Teen Volunteer Program Participation Packet Community Center 2021

- ❖ Become a part of the Day Camp Team!
- ❖ Earn Community Service Hour for school and college applications!
- ❖ Meet other teens from the area!
- ❖ Have a fun summer!

Make an impact in your community by working with kids' ages 3 to 12 in the Summer Day Camp Program. Meet and work with like-minded teens from other schools; learn from college age counselors; gain community service hours for school and/or college applications; gain invaluable skills working with kids and learn how to be successful in a workplace. We would love you to join STVP and have a fantastic summer experience. Training and preparation will be provided to be prepared for the summer.

Ages 13-18
June 21 through Sep 3 (dates vary by community center)
Monday through Friday
8:30am – 4:30pm

Consult with Community Center for Staff Contact Info

Purpose

- Provide opportunities for teens develop work skills.
- Increase program opportunities for teens.
- Introduce teens to potential YMCA career opportunities.

Outcomes

- Completion of a minimum of 80 hours of volunteer work.
- Teen obtained a positive experience with campers, peers and counselors.

Day Camp Assignments

Teens will be assigned to Day Camp groups the week prior to the start of the sessions. The age of the volunteer will determine what age group the teen will be assigned. At a minimum, teens will only work with kids that are at least 5 years younger than teen. Teens will also be categorized as a STVP 1, all new volunteers or a STVP 2, any teen who has volunteered for two weeks in previous summers or completed a session of the CIT program.

Guidelines for age group assignments:

- Ages 13 and 14: Assigned to Itty Bitty groups (ages 3 and 4) and/or Camp 56 groups (ages 5 and 6).



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- Ages 15 and 16: Assigned to age groups 9 or 10 and under.
- Ages 17 and 18: Assigned to all age groups.

Sign Up

- Deadline to sign up: Friday May 28, 2021
- Pick up the Summer Teen Volunteer Program Information at the branch Welcome Center or from the branch Day Camp Director
- Complete the Volunteer Application.
 - Three references with emails will be needed for the application to be finalized.

Requirements

- Sign or fill out the required documents with parent signature where needed and return to Day Camp Director
 - Volunteer Application with waiver
 - Job Description/Code of Conduct
 - Training Schedule
 - Commitment Date Form (Sessions in which to work)
- Commit to 2 weeks of volunteering during the summer.
 - The 2 weeks do not have to be consecutive.
 - Teens may volunteer for more than 2 weeks of day camp, however, staff will have the ability to direct the volunteer to take a week off if exhaustion is a factor for the teen.
 - Weeks need to be identified prior to the start of the summer.

June	6/21-25	6/28-7/2			
July	7/5-9	7/12-16	7/19-23	7/26-30,	
August	8/2-6	8/9-13	8/16-20	8/23-27	8/30-9/3

- Attend all required trainings. Trainings will be scheduled sporadically between April and June. All trainings must be completed prior to the start of the summer season (See Training Schedule for dates and times).
 - Child Abuse Prevention (CAP) 2.5 hours
 - Day Camp Overview 2 hours
 - Essentials of Day Camp 1.5 hours

In addition, all STVP participants will participate in at least one all Day Camp branch training, to be conducted jointly with all Day Camp staff for the purpose of establishing relationships with all STVP participants, Counselors and Day Camp leadership structure.*

*Branch and Association training are highly recommended but not contingent to participate in STVP.

STVP Participant Daily Schedule (Example)



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- 8:30am Participant to attend morning huddles/staff teams. Monday morning participant will be provided group assignment
- 9am Participants to work with Camp Groups throughout morning
- 12pm Lunch Break
- 1:15pm All STVP 1 participants will convene as a group and debrief morning as well as continue additional training.
- STVP 2 will be assigned to a Specialty Camp to assist in program
- 3:15pm STVP 1 and 2 will reconvene with Camp Groups to assist with pick up.

Letter of Achievement and Evaluations

Upon acceptable completion of volunteering all participants will receive a Letter of Achievement signifying number of hours completed for the YMCA. Additionally, YMCA Day Camp Directors may be used as references for jobs and college applications upon requests (please provide adequate notice for reference letters to be completed)

Participant will also be evaluated on performance at the completion of their final scheduled week.

WHAT TO DO NEXT

1. Complete the volunteer application. Turn the application and the Job Description/Code of Conduct form into the Day Camp Director or Volunteer Coordinator.
2. Turn in the included Training Schedule form to the Day Director and write the dates of your class on the form on page 7 so you can remember your training dates.
3. Coordinate your summer with your parent or guardian and turn in the Commitment Date Form included identifying the weeks you are able to work. Also
4. Show up for the trainings. Meet the other staff and volunteers and get ready for a fun summer.

Job Description and Code of Conduct

Included document to be signed by participant and Parent/Guardian and turned in with volunteer application

JOB DESCRIPTION

Job Title: Summer Teen Volunteer



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Location: CommunityCenters

Reports to: Summer Teen Volunteer Program Coordinator or Director

GENERAL SUMMARY:

We are looking for young people that desire a positive experience and wish to be leaders making a difference in the lives of children. We strongly believe in the development of teenagers and the opportunities this program will provide them. Teens will learn leadership skills, group management skills, general information regarding child development, policies and procedures related to working with youth in the YMCA Day Camp program. Expectations are set high as Teen Volunteers share in the responsibility of the children's safety and well-being while modeling the YMCA values.

KEY RESPONSIBILITIES:

- Attend the required trainings.
- Arrive on time and ready to perform.
- Provide a fun and exciting experience for day camp participants.
- Assist Counselor in the management and safety of assigned group. Provide support in all recreational programming and acts of discipline.
- Communicate with Counselor of any issues of day camper inappropriate activity.
- Know the safety considerations and guidelines for all assigned program activities and program areas
- Dress in appropriate attire.
- Interact positively and cooperatively with all STVP participants.
- Serve as a positive role model for parents, children, and other Teen Volunteers by upholding our YMCA values and adhering to the YMCA Teen Volunteer Code of Conduct. "No drugs, alcohol, tobacco products, sex, or violence". Failure to follow the Code of Conduct will lead to immediate dismissal from the program
- Notify STVP Coordinator Director in the event of absent due to illness or an emergency.

QUALIFICATIONS:

- Willing to have Fun
- Must be 13 – 18 years of age

COMPETENCIES:

- **Relationships:** Builds authentic relationships with participants, parents, and other staff in support of the Y's mission.
- **Decision Making:** Takes personal responsibility for decisions and the likely implications of behavior, before acting.
- **Values:** Consistently demonstrates the Y's values of caring, honesty, respect, and responsibility in all matters at all times.
- **Quality Results:** Delivers a high-value experience to members and participants.

ESSENTIAL FUNCTIONS:

- Assist staff with safety, supervision, and behavior management
- Based upon direction from supervisor, plan and prepare 2 – 4 group activities per week.

CODE OF CONDUCT



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- Participant must exhibit the YMCA core values of caring, honesty, respect, responsibility.
- Participant will help create a positive and fun experience for self, campers and counselors.
- Participant will act respectfully toward the other program participants as well as all YMCA staff and members.
- Participant is responsible for personal property while at the YMCA. Respect of others' belongings and personal property as well as the YMCA's property and grounds will be practiced by participant. *The YMCA is not responsible for lost or stolen property.*
- Participants will adhere to the YMCA dress code:
 - **Hats:** May only be worn outside and must be a solid color with a Y logo. Hats with a bill must be worn forward.
 - **Hair:** Must be clean and well groomed.
 - **Shirts:** Participants will be given provided two STVP shirts and expected to wear those shirts while on duty. During training week shirts must be free of obscene words and symbols and limit body exposure (no low cut necklines or midriff showing)
 - **Pants, Shorts:** Acceptable colors include black, tan/khaki, gray, and navy and no shorter than 2 inches above the knee. Yoga pants must be a solid color, non-shear, and professional. Blue jeans and blue jean shorts are not allowed.
 - **Swimsuits:** Should be a one piece for females and trunk style for males.
 - **Shoes:** Closed toed shoes must be worn at all times.
- Participant will sign and out camp each day at scheduled time. Participants will be required to stay on the YMCA facilities while signed into program. All late arrivals and/or early departures must be cleared through the STVP Coordinator/Director.
- Participants will complete all training and sign required paper work prior to working.
- Participant will not share images or stories of YMCA Day Camper participants or experiences on social media unless requested by or approved by Day Camp Director. *(STVP participants may be asked to share their stories on YMCA Facebook or Instagram pages. Parental approval will be obtained prior to posts).*
- Participants will not partake in inappropriate behavior. This includes, but is not limited to, use of tobacco, consumption of alcohol, drug use, fighting, verbal put-downs, bullying, threats, public affection, obscenity, or obscene gestures.
- Participants will not use cell phones while on duty.



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Summer Teen Volunteer Program

Community Center Training Schedule (Community Centers will have training dates available by May 7 and available with the Participant Packet)

Turn in the additional Training Schedule sheet with name at top right and identify the trainings on this sheet as a reminder. The Day Camp Director or the STVP Leader will call to welcome and confirm training dates. Please confer with a parent or guardian on the availability for the trainings. Fill in an X for intended classes

Child Abuse Prevention 2.5 Hours				
Location	Date	Room	Instructor	X

Day Camp Overview 2 Hours				
Location	Date/Time	Room	Instructor	X

Essentials of Day Camp 1.5 Hours				
Location	Date/Time	Room	Instructor	X

All Association Day Camp (Optional for STVP2s/STVP1s do not need to attend)				
Location	Date/Time	Room	Instructor	X
Not applicable to 2021				

Community Center Day Camp Training				
Location	Date/Time	Room	Instructor	X
TBD				



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**Summer Teen Volunteer Program
Commitment Date Form**

Initial box next to the session dates to confirm participation. Must sign up for a minimum of two sessions. Place an x indicating what time frame desired. No partial sessions accepted.

Please consult with parent/guardian prior to turning in. Return to Day Camp Director by Friday May 28, 2021

June	Signature for Session/8:30am to 4:30pm
21-25	
28-July 2	
July	Signature for Session/8:30am to 4:30pm
5-9	
12-16	
19-23	
26-30	
August	Signature for Session/8:30am to 4:30pm
2-6	
9-13	
16-20	
23-27	
30-September 3	

Guidelines for age group assignments:

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- Ages 15 and 16: Assigned to age groups 9 or 10 and under.
- Ages 17 and 18: Assigned to all age groups.