

SUMMER 2023 VOLUNTEER GUIDELINES



General Statement Of Duties:

This is a volunteer position, where, under the direction of staff members, you will learn about the responsibilities of a child leadership position in a recreational setting.

Responsibilities

1. Serve as an unpaid helper in Parks & Recreation Department programs or events under the direction of Parks & Recreation Department staff members.
2. Assist in the following: Planning and running children's activities, proper set-up and clean-up for activities, maintaining equipment in safe working order, and maintaining facility.
3. Immediately report accidents, injury, or any unsafe conditions to your program director.
4. Notify your program director in advance if you will be absent from the program.
5. Attend volunteers' meetings for the program and participate in summer staff orientation.
6. Demonstrate a high level of enthusiasm, leadership ability, and maturity.
7. Have an understanding of the Parks & Recreation Department's philosophy and grasp the overall concept of the program for which you will be volunteering.
8. Volunteers should expect to work the hours of the program for which they are volunteering.
9. Keep track of your hours and submit a time sheet to your director.

Experience:

1. Experience in the following types of activities would be helpful: arts and crafts, sports, music, dancing, dramatics, nature study, or social recreation.

Qualifications:

1. Applicants must have completed eighth grade. Gymnastics, Tennis and RecTogether volunteers must have completed ninth grade.
2. Volunteers must provide their own transportation to and from assigned program sites.
3. Applicant must submit a Volunteer Application by May 12TH.
4. An interview may be scheduled by the program director.

Summer Volunteer Opportunities:

The following are the programs in which the Parks & Recreation Department typically has volunteer openings each summer. If you are interested in more than one program, be sure to note this on the application form. For further information about these programs, please refer to the summer brochure.

**Club Simonds
Jump Start**

**Summer Discovery
Gymnastics**

**RecTogether
Tennis**

**Parks Place
Crafts and Play**

Club Simonds

This is a Monday - Friday program for children in grades K - 4. Participants must pre-register for this program. Once registered, kids are divided into 4 equal units by age. Days are spent playing games, making arts and crafts, cooking, going to the wading pool, taking small field trips and more!

Crafts and Play

This program is for ages 4 – 7 years old. It takes place Monday – Friday, from 1 - 3 pm. Participants create art projects using various mediums.

Gymnastics

The Gymnastics program is held Monday - Thursday at Burlington High School during July and August. Participants are boys and girls in grades 1 - 12. Participants are placed in small groups and taught skills in progression with emphasis on teamwork, safety and fun.

RecTogether (TR)

RecTogether is a social and recreational summer day program for participants ages 13 – 25 with cognitive and /or developmental disabilities. Activities include crafts, team-building, community service, cooking and field trips!

Jump Start

This program is for ages 4 to 7, Monday - Friday. This is a half day program in the morning. Participants spend their mornings learning a variety of sports skills and basic team strategies through unique games.

Park Place

This is a free drop-in program for all Burlington residents grade K - 5. Program takes place at 4 different parks around Burlington, Monday - Friday. Participants enjoy games, sports and crafts lead by staff.

Summer Discovery

This program is for 3 - 5 year olds and is offered Monday - Friday. This is a half day program in the morning. Pre-schoolers spend their mornings doing a variety of activities including group games, singing, arts and crafts and storytelling.

Tennis

The Tennis program is held Monday – Friday from 5 to 8 pm. Participants are boys and girls ages 4 - 16. Students are placed in small groups and taught skills in progression with emphasis on teamwork, safety, and fun.