



**City of Tempe
Summer Volunteer Program
For Students**

June/July 2013



**ADAPTED RECREATION
CAMP CHALLENGE**

Monday, June 3 — Thursday, July 18, 2013

Camp Challenge is a day camp program for children and young adults (ages 5-22) with disabilities. The program offers a variety of fun activities including arts and crafts, music, dance, games, sports, swimming and bowling.

DUTIES:

Volunteers help organize, lead and participate in activities, including trips to the swimming pool and bowling alley; assist with activity set-up and clean-up; watch for the general safety of participants; and provide peer support.

QUALIFICATIONS:

- 16 years of age or older
- Outgoing, friendly, mature demeanor
- Ability to set a good example for all program participants
- Able to follow the directions of the supervisor

REQUIREMENTS:

Must provide own transportation to and from the program site. Must be willing to ride program bus to pool and bowling alley. Must be willing to swim with participants. Interview required; call the Volunteer Office at 480-350-5190 to schedule.

SHIFTS:

Monday through Thursday, 8 a.m. to 2 p.m., depending on availability. Volunteers must be available at least one day per week. The program will not meet on Thursday, July 4.

LOCATION:

Arredondo Elementary School
1330 E. Carson Dr., Tempe

**CULTURAL PROGRAMS
INSTRUCTORS' ASSISTANTS/Arts Education Classes
June 3—August 2, 2013**

Volunteers work as assistants to instructors teaching classes in art, crafts, dance, and ceramics for preschool- and school-age children.

DUTIES:

Assist with leading classroom activities, including set-up and clean-up; help participants complete projects; monitor restroom breaks; and assist instructor as needed.

QUALIFICATIONS:

- 12 and 13 years of age or older (must exceed oldest class participant's age by at least two years)
- Previous experience working with young children (such as babysitting) preferred
- Dependable, responsible, patient, friendly, with a professional appearance

REQUIREMENTS:

Must provide own transportation to and from site. Must follow directions of instructor and strive to set a good example for all program participants. Interview required; call the Volunteer Office at 480-350-5190 to schedule.

AVAILABLE SHIFTS:

Classes are offered Monday through Saturday at various times throughout the day. Volunteers will be scheduled to assist specific classes and instructors depending on availability and areas of interest.

PROGRAM LOCATION:

Edna Vihel Center
3340 S. Rural Rd.

CONTENTS

City of Tempe Summer Volunteer Program	i
Volunteer Opportunities	
Tempe Public Library	
Summer Reading Club Assistants	1
Shelving Assistants	2
Tempe History Museum	
Program Aides	3
Parks & Recreation	
Junior Lifeguards	4
Cultural Programs	
Instructors Asst./Art Education Classes	5
Adaptive Recreation	
Camp Challenge/Camp Action Kids Leaders	6

General Information
City of Tempe Summer Volunteer Program

Thank you for your interest in the City of Tempe summer volunteer program. The goal of this program is to provide students with the opportunity to get involved in their community through positive and productive volunteer experiences, while providing City of Tempe summer programs with quality volunteer assistance.

This information guide has been developed as a first step in meeting this goal. It contains descriptions of each volunteer position, instructions on how to sign up, and program policies and procedures. Please review it carefully. If you have any questions, call the city's volunteer office at **480-350-5190**.

1. Who can volunteer?

The City of Tempe's summer volunteer program is open to students in middle school, high school and college. However, different volunteer positions have different age requirements, as detailed in this information guide.

2. Where can I volunteer?

This program places students in City of Tempe facilities and programs such as the Tempe Public Library, city swimming pools, etc. The position descriptions list program locations. (Transportation to the program site is the responsibility of the volunteer.)

3. How do I sign-up to be a summer volunteer?

- A. Review this information guide to determine the positions you are qualified for and interested in.
- B. Complete the appropriate application form*. Be sure to have your parent or guardian sign it if you are under 18. (***Junior Lifeguards apply differently; see instructions on page 4.**)
- C. For those using the standard application form, your next step is to drop off your application in person or if indicated, call the city's Volunteer oOffice at 480-350-5190 to schedule an interview.

4. Why do volunteers need to be interviewed?

We want your volunteer experience to be positive and productive for both you and the staff person with whom you will be working.

PARKS & RECREATION
JUNIOR LIFEGUARDS/Kiwanis, Escalante Pools
June 3—August 2, 2013

The Junior Lifeguard aquatics program is designed to provide an opportunity for teens to experience the many facets of day-to-day life guarding and develop the job skills required to become a lifeguard. Junior Lifeguards will assist with swim classes and will assist lifeguards in their routine duties with maintenance, customer service, etc.

QUALIFICATIONS:

- Almost 13 to 15 years of age. Must be 13 years of age by August 1, 2013.
- Must be able to complete City of Tempe Junior Lifeguard water test and an oral interview
- Must be able to follow directions of the supervisor and act as a goodwill ambassador for the city aquatics program

AVAILABLE SHIFTS:

Regular shift schedules vary. Junior Lifeguards will be scheduled to work a maximum of 10-20 hours per week and must participate in regular training programs. Training programs will be held every other week, scheduling varies by pool.

TO APPLY:

Applications can be obtained in person at the Kiwanis Recreation Center (do **not** use the application in this booklet). Applications will be accepted **now through Tuesday, May 7, 2013**. All applications will be screened and the most qualified applicants will be invited for an interview. Candidates will be selected based on the needs of COT pools.

Selected Jr. Guards will begin their training during a **mandatory training the evening of Friday, May 31**. Once trained, guards will be given work schedules for the week beginning June 3.

For more information, contact: Morgan Bright, **480-350-5731** or drop by the Kiwanis Park Recreation Center.

PROGRAM LOCATIONS:

Kiwanis Wave Pool	Escalante Pool
6111 S. All America Way	2150 E. Orange St.

**TEMPE HISTORY MUSEUM
PROGRAM AIDES
June 5—July 31, 2013**

The museum is a destination for many families and day camp groups during the summer. The museum's summer volunteers help run *Wild Wednesdays*—special days of games, crafts, music and fun at the museum during June and July.

DUTIES:

Greet visitors, run hands-on games and craft activities for participants (generally children ages 3-10 years).

QUALIFICATIONS:

- Have completed 8th grade by summer
- Enjoy working with children and the public
- Must be available for more than half of all program dates
- Drawing, music or other art skills helpful
- Interest in history helpful

REQUIREMENTS:

Must follow the directions of the staff person in charge and act as a goodwill ambassador for the museum. Must have a positive attitude and be a team player. Interview required; call the Volunteer Office at 480-350-5190 to schedule.

AVAILABLE SHIFTS:

Wednesdays from 9:45 a.m. to 12:15 p.m. and/or from 11:45 a.m. to 3:15 p.m.; as well as a mandatory weekly training session, day and time of the sessions to be mutually determined by the volunteers. Thursday, June 6, there will be a combined orientation and first training session from 1:30 to 3 p.m. at the Museum.

PROGRAM LOCATION:

Tempe History Museum
809 E. Southern Ave.

Therefore, it's important to match the appropriate volunteer with the appropriate volunteer assignment. Interviews are the best way for us to get to know you and the surest way to guarantee a successful volunteer "match".

5. **What should I bring to my interview?**
Bring your completed application and make sure that your parent or guardian has signed it.
6. **If I am selected as a volunteer, what happens next?**
You will receive an email (or letter) indicating your volunteer assignment, location, and information about training, if applicable. Some positions have mandatory training or orientation. It is important that you attend these sessions in order to learn as much about your new volunteer position as possible.
7. **What is expected of me as a volunteer?**
 - *To keep your assigned schedule and be on time.
 - *To attend all orientation and training sessions.
 - *To let your supervisor know (call!) if you won't be able to make it in as scheduled.
 - *To follow your supervisor's directions and be willing to learn and ask about anything not understood.
 - *To respect the City of Tempe's right to dismiss a volunteer for reasons such as poor performance/attendance, unwillingness to accept direction, etc.
8. **What can I expect from you?**
 - *Appropriate training and supervision.
 - *The opportunity to learn new things and gain work-like experience.
 - *The opportunity to meet new people and make new friends in the process.
 - *A certificate of appreciation documenting your service.
9. **How should I dress?**
Each summer youth volunteer is given a t-shirt and may be issued a name tag to wear while on duty. The t-shirt can be worn with neat capris, slacks, or jeans (no shorts). Most sites prefer tennis shoes (no sandals or flip flops). Check with your supervisor for exact details on what is appropriate.

**TEMPE PUBLIC LIBRARY
SUMMER READING CLUB ASSISTANTS
Thursday, May 30 through Saturday, July 27, 2013**

The Summer Reading Club (SRC), through the use of goals and incentives, encourages youth to continue reading during the summer months. Last year, over 5,000 young people from preschoolers through teens participated.

DUTIES:

Volunteers will assist with online program registration, explain program details, give out incentive prizes, etc. Volunteers may also be asked to help the librarians with special projects as needed.

QUALIFICATIONS:

- Applicants must have completed the 6th grade by program start
- Volunteers must have computer experience
- Must be friendly and outgoing
- Ability to follow directions of the supervisor
- Ability to act as a good role model for young library patrons

REQUIREMENTS:

Starting April 2, interested teens can stop by the Volunteer Office in the Recreation Administration office on the second floor of the Tempe Public Library to pick up or drop off an application form which must be filled out completely, signed by both the volunteer and his or her parent or guardian and returned to the Volunteer Office in person as soon as possible.

Volunteers **must** attend one of the scheduled orientation sessions before beginning their scheduled shift. Orientations are scheduled for **Thursday, May 16, 5-6 p.m.** and **Sunday, May 19, 1-2 p.m.** and will be held in Meeting Room A on the Lower Level of the library.

AVAILABLE SHIFTS:

Shifts are available for all the hours the library is open, including evenings and weekends. Volunteers will be schedule for two 1.5- to 2-hour shifts per week. Apply early for best shift selection.

PROGRAM LOCATION:

Tempe Public Library
3500 S. Rural Rd.

**TEMPE PUBLIC LIBRARY
SHELVING ASSISTANTS
June 3 through July 27, 2013**

The Tempe Public Library circulates over 100,000 items and serves over 60,000 patrons in an average month. Shelving Assistants work with the Shelf Maintenance staff and help provide better service to the public by assisting with returning library materials to the shelves quickly and accurately.

DUTIES:

Shelving Assistants empty book returns, organize books in preparation for check-in, arrange books alphabetically and numerically in preparation for shelving. They also file library materials on shelves while maintaining call number accuracy, clean shelves and straighten library reading areas.

QUALIFICATIONS:

- Must have completed 6th grade by start of program
- Ability to follow directions of the supervisor
- Ability to file alphabetically and numerically
- Desire to learn about daily operations of a major library

REQUIREMENTS:

Must follow directions of the supervisor and be able to act in a responsible manner as a representative of the Tempe Public Library. Volunteer orientation is scheduled for **Wednesday, May 29, 4-5 p.m.** and will be held in Meeting Room A on the lower level of the library.

AVAILABLE SHIFTS: Volunteers will be scheduled to work one to two 1.5- or 2-hour shifts per week during regular library hours. Apply early for best shift selection.

PROGRAM LOCATION:

Tempe Public Library
3500 S. Rural Rd.