PARKS AND RECREATION DEPARTMENT

Cupertino Senior Center
21251 Stevens Creek Boulevard • Cupertino, CA 95014
Telephone: (408) 777-3150 • Fax: (408) 777-3156

Dear Techie Teen Volunteer Applicant,

Greetings from Cupertino's Parks and Recreation Department! We are thrilled you want to volunteer with the Cupertino Senior Center. This packet is intended to provide you with detailed information about the application process and program expectations. Please carefully read all application information and be sure to make note of important dates and requirements.

Please note: Due to the standards of this program, there is an application process with supplemental questions and a required interview process. Interviews are tentatively scheduled to occur **Thursday, August 29 from 4:30 p.m. - 8:00 p.m.**

Program Overview

The primary goal of Cupertino's Techie Teens volunteer program at the Senior Center is to help teens give back to the community by engaging the 50+ community to assist in developing their technological skills. Our volunteers can expect to gain the following experiences: leadership roles, public speaking opportunities, interpersonal communication, and much more. While anyone between the ages of 14-18 may apply, we would like to remind all applicants that space is limited and acceptance into the program will be based on answers to supplemental questions, availability, and interview performance. Any teen with a strong desire to work with our 50+ population is encouraged to apply. Successful applicants will be enthusiastic, dedicated, and devoted to providing our 50+ population with an enriching experience.

What is the Cupertino Senior Center?

The Cupertino Senior Center strives to provide a welcoming and friendly center for anyone 50 years or older, by enhancing a healthy lifestyle through quality education, recreation, services, travel, socials, and volunteer opportunities.

Volunteer In-Service Training

In-service Training will be held on **Tuesday, September 10 from 5:00 p.m. - 7:00 p.m.** During training, our teen volunteers will become versed in translating device and application language, conversing with 50+ adults, building interpersonal skills with 50+ adults, and how to assist with technological questions.

Requirements & Expectations

Techie Teen Volunteers that are selected to the program will be expected to meet the following requirements:

- Must be at least 14 years old by the first day of training
- Attend all training meetings
- Be fingerprinted and cleared
- Volunteer for a minimum of 2.5-3 hours every other week for the full duration of the program (September 17, 2019 - May 9, 2020)
- Must create and present a 30 minute workshop at the end of the session in May
- Must provide own transportation to and from program sites
- Arrive on time for shifts and stay for the whole duration of scheduled shift

Application Checklist:
- Techie Teen Volunteer Application
- Techie Teen Volunteer Agreement
- Teen Volunteer Expectations and Guidelines
- Supplemental Questions

Program Payment:

If selected, payment of $20 is required to cover the cost of fingerprinting, program shirt, nametag, and other program training materials. Checks should be made out to *City of Cupertino*. Payment will be due on training day, **Tuesday, September 10**.

Selection of Techie Teen Team:

Due to the popularity and standards of the program, we will be using the answers of the supplemental questions as well as an interview to select our volunteer team. In addition, we will review an applicant's availability to determine acceptance into the program. Applicants will also be required to come to an interview on **Thursday, August 29 from 4:30pm - 8:00pm.** Once selected, volunteers will be sent acceptance emails with next steps and details on training. Program assignments will be distributed in September.

Application Submission:

Applications must be submitted by **Friday, August 23 by 5:00pm.** Applications may be submitted to the Cupertino Senior Center located at 21251 Stevens Creek Blvd., Cupertino CA, 95014. Applications may also be emailed to Recreation Coordinator Amanda Hui, at AmandaH@Cupertino.org. Late applications will not be accepted.

City of Cupertino Parks and Recreation Department
Techie Teen Volunteer Program – 2019-2020 Application

Applicant Full Name: _____

Date of Birth: ____/____/_____ School: _____ Grade: _____

Home Address: _____ City: _____ Zip: _____

Adult T-shirt size: S   M   L   XL   XXL
(*If selected, volunteers will be given shirts to be worn during program hours*)

Applicant Phone #: (_____)_____ Applicant Email: _____
Will be used to call and text

How did you hear about the Techie Teen Program? _____

Do you speak another language? If yes, please list language and level

(ex: Japanese-Intermediate). _____

What form of transportation would you take to the center? (ex: drop-off, walk, bike,

drive, etc.) _____

Parent/Guardian Contact Name: _____

Parent/Guardian #: (_____)_____ Parent/Guardian Email: _____

Availability Information
Must be available to volunteer every other week for one shift at minimum.

Tuesdays – 3:30 p.m. - 6 p.m.   Saturdays – 10 a.m. - 1 p.m.

Start date: **Tuesday, September 17***
End Date: **Saturday, May 9***
* These dates include ski week and spring break. There will be a break from Tuesday, December 17 to Saturday, January 4.*

Supplemental Questions
Please type your answers to the following questions on a separate sheet of paper.

1. What interests you about the Techie Teen Volunteer Program?
2. What technological devices and hardware are you proficient in?
3. What software and applications do you think you could teach another person?
4. What other extracurricular activities are you part of?

City of Cupertino Parks and Recreation Department
Techie Teen Volunteer Program – 2019-2020 Application

<u>Volunteer Agreement</u>

I, _____, (applicant name) agree to attend and participate in the Techie Teen training and to come to my shifts. I understand that I will be removed from the program if I continually miss my shifts, or if I fail to meet the program standards. I also acknowledge that the answers to the supplemental questions are my own original thoughts.

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

<u>CONDITIONS</u>

The City will accept all interested volunteers on an as needed basis. The following will be required before placement: Fingerprinting for a state and federal background check.

I agree to volunteer my services to the City of Cupertino. I acknowledge that there is no salary or other compensation for my services as a volunteer. I understand that any changes to my pre-set schedule are subject to the approval, in advance, by an authorized representative of the City. I understand that during the course & scope of my volunteer services to the City, I will be covered under the City's Workers' Compensation self-insurance program. I also understand & agree that my sole remedy for any injury that I may sustain during the course and scope of my volunteer services to the City, which is covered by Workers' Compensation, shall be through the City's Workers' Compensation self-insurance coverage. I waive any other right or remedy that I may have available to me for any injuries occurring in the course & scope of my volunteer service. I also acknowledge & agree that my services are provided for the benefit of the City and may be terminated for any reason or for no reason and at any time by the City without notice or hearing. I hereby certify that all statements I have made on this application are true, complete, and correct to the best of my knowledge and belief, and that misstatements, omissions, or falsification of material facts will be considered cause for termination of my volunteer assignment with the City of Cupertino.

Signature_____Date_____

If Under 18 Years of Age,
Parent's/Guardian's
Signature_____Date_____

The City of Cupertino is an equal opportunity employer and does not discriminate in employment or volunteer assignments on the basis of a person's race, religious creed, color, national origin, ancestry, mental or physical disability, medical condition (cancer), marital status, sex, age or sexual orientation. Candidates with a disability, which may require special assistance in any phase of the application or testing process, should advise City of Cupertino Human Resources upon submittal of application. Documentation of the need for accommodation must accompany the request.

City of Cupertino Parks and Recreation Department
Techie Teen Volunteer Program FAQs

Q: I'm not available for the in-service training. Can I still take part in the program?
A: Tech Teen Volunteers must be available for the full in-service training program and their assigned volunteer shifts that occur every other week. For safety and training reasons, exceptions will not be made.

Q: I am unsure of my school schedule at this time. Will I be able to apply later?
A: There are limited spots, and all spots will be filled within the week of the deadline. If any spots remain, they will be filled on a first come, first serve basis.

Q: When will I know if I am selected for the program?
A: The week of September 2nd.

Q: I have a filled schedule and anticipate an increase in extracurricular activities throughout the year. Should I still participate in the program?
A: Techie Teen Volunteers must be available for their assigned volunteer shifts which will occur at least once every other week. Shifts will begin Tuesday, September 17th and will end Saturday, May 9th. There will be a break from Tuesday, December 17th to Saturday, January 4th. Techie Teen Volunteers must also be available to present their 30 minute workshop at the end of the program in May.

Q. Are there shifts scheduled during school breaks?
A: Yes, shifts will be scheduled during ski and spring break based on the need of the center.

Q. I do not have any teaching experience, should I still apply?
A: Yes, we encourage anyone interested to apply.

Q. I am interested, but may not have transportation to get to the center. What should I do?
A: Please still apply. There is public transportation (VTA) and a Via Cupertino Shuttle, the City's pilot shuttle program, which will be starting fall 2019.

Q. Will I receive documentation for my service hours?
A: If you require documentation of hours, please talk to City staff any time before the end of your volunteer period and they will complete the appropriate documents.

Q: Is there a uniform requirement?
A: Yes, all volunteers will be provided a shirt and a nametag which they must wear during their volunteer shift.