



PARKS AND RECREATION DEPARTMENT

QUINLAN COMMUNITY CENTER
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CUPERTINO.ORG

Dear 2020 Summer Volunteer Applicant,

Greetings from Cupertino's Parks and Recreation Department! We are thrilled you want to become an integral member of our summer team. This packet is intended to provide you with detailed information about the LIT and JSI application processes. Please carefully read all application information and be sure to make note of important dates and requirements.

Please note: due to the popularity of this program, there is an application process with supplemental questions and there will be an interview process required. Interviews are tentatively scheduled to occur on **May 10, 2020**.

Summer Volunteer Program

The primary goal of Cupertino's Summer Volunteer Program (SVP) is to create and foster leadership through hands-on experience at our summer camps and aquatics programs. 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 interviews, if necessary. Any teen with a strong desire to work with children is encouraged to apply. Successful LITs and JSIs are generally enthusiastic, dedicated, and devoted to providing our camp and aquatics participants with a memorable experience.

What is a Leader in Training/Junior Swim Instructor?

Leaders in Training and Junior Swim Instructors are invaluable members of our summer team as they provide support to our recreation leaders and aquatics instructors. Volunteers are trained in supervision, safety, aquatics procedures, problem-solving, and leading camp activities. They will receive on-the-job training and job skills that are not available through other mediums and will assist staff with leading camp activities and swim lessons. At the end of each week, volunteers will receive evaluations of their participation and suggestions for areas of improvement. Teens who want to cultivate their leadership skills are encouraged to work/volunteer 4-8 weeks of summer.

COVID-19

Safety is a top priority. With the ongoing uncertainty over COVID-19, City staff is making concentrated efforts toward following the guidelines released by the Santa Clara County

Department of Health, but please note the fluidity of the situation may affect the status and timeline of the SVP this summer. City staff will swiftly communicate with our participants and share new information that may modify the program, such as new interview dates or training dates. Be sure to accurately input yours and your students' contact information.

In-service Training

In-service week is temporarily scheduled for **June 8th - June 12th**. During this week, our LITs and JSIs will become versed in behavior management, the developmental characteristics of children, and how to deal with challenging scenarios. In addition to these skills, we will be reviewing the following modules of leadership and job preparedness:

- Customer Service Skills
- Safety protocols
- Public Speaking
- Resume Writing & Interview Prep
- ...and more!

By the end of the summer, our goal is for volunteers to feel more confident in themselves, their leadership style, and be able to successfully prepare for the workforce.

Requirements & Expectations

Volunteers that are admitted to the program will be expected to meet the following requirements:

- Must be at least 14 years old by **June 8, 2020** (first day of In-service training).
- Attending In-service week (**June 8 - 12**) is mandatory.
- Volunteer for a minimum of 2 weeks, in addition to the in-service week. For aquatics and camps, 2 consecutive weeks is required.
- Must provide their transportation to and from program sites.

Application Checklist:

- LIT and/or JSI Program Application submitted to [this link](#) by **Wednesday, May 6, 2020**.
- Signed Waivers and Liability Forms
- Supplement Questions
- Payment will be collected once volunteers are accepted into the program

Selection of Summer Volunteer Team:

Due to the increasing popularity and standards of the program, we will be using the answers to the supplemental questions and interview performance to select our volunteer team. We will also look at an applicant's availability to determine acceptance into the program. Interviews are tentatively scheduled for **Sunday, May 10, 2020**.

Once selected, LITs/JSIs will be sent acceptance emails with the next steps on completing TB testing, fingerprinting, and submission of the program payment. Program assignments will be received in mid to late May.

City of Cupertino Parks and Recreation Department

Junior Swim Instructor (JSI) Program – Summer 2020 Application

Yes No *I am also applying to be a Leader in Training (check one)*

Applicant Full Name: _____

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

Home Address: _____ City: _____ Zip: _____

Adult t-shirt size: S M L XL XXL

If selected, JSI's will be given t-shirts to be worn during program hours. Please see the information packet for additional uniform requirements.

JSI Applicant Phone #: (____) _____ JSI Applicant Email: _____

How did you hear about the JSI Program? _____

Returning JSI Applicants Only: Yes, I was previously a JSI (please list year): _____

Parent/Guardian Contact Name: _____

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

Availability Information

Which weeks are you available? There are a limited number of openings each week. The more sessions you are available the great chance of being selected for the program. There are no aquatics programs on Mondays.

You must choose weeks and times you are fully available. Dates are subject to change.

For **AQUATICS**,

what shift are	<u>Session 1:</u>	<u>Session 2:</u>	<u>Session 3</u>	<u>Session 4:</u>
you available for?	6/16-6/26	6/30-7/10	7/14-7/24	7/28-8/7
<i>Remember you are</i>	Tu-F	Tu-F	Tu-F	Tu-F
<i>selecting 2</i>	8:30 am to 12 pm	8:30 am to 12 pm	8:30 am to 12 pm	8:30 am to 12 pm
<i>consecutive weeks!</i>				

Supplemental Questions

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

1. Why are you interested in becoming a Junior Swim Instructor (JSI) and what are you looking to gain from this experience?
2. What qualities do you have that would make you an asset to the JSI Program?
3. What will you find challenging as a JSI and how will you handle those challenges?

City of Cupertino Parks and Recreation Department
Junior Swim Instructor Program – Summer 2020 Application

JSI Agreement

I, _____, (applicant name) agree to attend and participate in the Leaders in Training/Junior Swim Instructor in-service 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 original thoughts.

Applicant Signature _____ Date _____

Parent/Guardian Signature _____ Date _____

CONDITIONS

The City will accept all interested volunteers on an as-needed basis. The following will be required before placement: TB test or Fingerprinting for a state and federal background check (required since you will be working with minors).

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.

Junior Swim Instructor - Frequently Asked Questions

Q: I'm not available for the full week of in-service training. May I still take part in the program?

A: Volunteers must be available for the full in-service training program and at least two additional weeks throughout the summer. For safety and training reasons, exceptions will not be made for new volunteers.

Q: Where do I submit my application?

A: We are accepting online applications. Please navigate to this [SurveyMonkey link](#) to submit your application and supplemental question answers.

Q: How will the COVID-19 pandemic affect the Summer Volunteer Program?

A: With the ongoing uncertainty over COVID-19, City staff is making efforts toward following the distancing guidelines released by the Santa Clara County Department of Health. City staff will make swift efforts to communicate updates over the program.

Q: I am currently unsure of my summer plans. Will I be able to sign-up later?

A: We have 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: Notifications will be sent out via email no later than May 15th. In-service and summer schedules will be sent out the last week in May.

Q: What is the cost of the program? Why is there a cost?

A: The fee is \$50 for residents and \$60 for non-residents. The fee covers the cost of fingerprinting, TB testing, first-aid/CPR certification, and staff supervision.

Q: I will be taking summer school classes. Can I still participate in the program?

A: On the volunteer interest form, there is an area to select your preferred time of day. Please only select times that you will be available.

Q: Will I receive documentation for my service hours?

A: If you require hour documentation, please talk to City staff at the end of your volunteer period and we will complete the appropriate documents.

Q: Are there any uniform requirements?

A: Yes, all volunteers will be provided with a shirt which they must wear during their volunteer shift. In addition, Junior Swim Instructors must wear a swimsuit from the approved list, which will be provided to all approved JSIs. It is the JSI's responsibility to cover the cost of their swimwear.

*If you have any additional questions feel free to contact Recreation Coordinator, Daniel Mestizo:
Danielm@cupertino.org or 408-777-3134.*

Applications are due to by Wednesday, May 6, 2020.