

## City of Tamarac Teen Summer Program

### Purpose

The City of Tamarac Teen Summer Program will give young adults ages 15 to 17 a unique opportunity to gain volunteer experience in a local government setting while gaining personal satisfaction by helping others. The program may be used to serve as community service hours if needed. The Summer Program is an 8 week program that will run Monday through Thursday from **June 20, 2016 through August 12, 2016**. Teens must be available from 9 am to 3 pm each day for the entire eight (8) weeks of the program.

### Application Process

The application deadline is Friday, April 29, 2016. Interviews will be conducted the week of May 23, 2016.

The following documents will be required. Incomplete packages will not be accepted.

1. Current school transcript (grade report)
2. One letter of recommendation (not to include any family relatives or friends)
3. Completed application (attached)
4. Completed Teen Volunteer Pledge form (signed by teen)

Return all above to the following location:

Parks and Recreation Administrative Office  
Teen Summer Volunteer Program  
6001 Nob Hill Road  
Tamarac, FL 33321  
ATTN: Michelle Zimmer

For questions please contact Michelle Zimmer at [michelle.zimmer@tamarac.org](mailto:michelle.zimmer@tamarac.org) or 954-597-3639

### Requirements

In order to participate in the Teen Summer Program you must be 15 years old as of June 1, 2016. In addition to this you must also be willing to fully commit to the City's eight (8) week program. The City will allow for one (1) week vacation time over the summer, but we must be notified two weeks prior to the vacation date to provide adequate notification to your service area of your absence.

Accepted **applicants and their parent/guardian** will be required to attend an orientation/training prior to volunteering. Assignments and schedules will be given at time of orientation.

## **Program Details**

The program will run from June 20, 2016 through August 12, 2016. The total cost of the program is \$299.00. Participants will also receive four shirts. This fee will only apply to those who are accepted into the program. Please note that there may be additional fees to cover the cost of field trips when required.

## **Dress Code**

To assure proper dress in a professional setting, teens will need to wear their City Volunteer shirt and long pants/appropriate length shorts if working in an office and closed toe shoes. If working outside, teens will wear their City Volunteer shirt and shorts that are no higher than knee level and sneakers with socks.

**Cutoffs and jeans will not be permitted**

**Remember to include a copy of a current transcript, one letter of recommendation, have your parent's signature on the application, and sign the teen volunteer pledge form. Incomplete applications will not be accepted.**

## **PLACEMENT AND AVAILABILITY**

All placements are done by the Recreation Superintendent prior to the start of the program. Due to the popularity of the program, volunteers will be placed in service areas based on availability. Service areas include various Departments within the City and specifically Parks and Recreation that includes assisting with the Senior Program, answering phones, working concessions at the pool and summer camp, assisting with youth sports programs, filing and other office responsibilities. Teens will be scheduled 9 am – 3 pm, Monday through Thursday for an eight week period.

Unfortunately, spaces in the summer Teen Volunteer Program are very limited. Please send a complete application to insure that your application will be considered.

Again, thank you for your interest in our program. If you have any questions, please contact the Recreation Superintendent at 954-597-3639. You may also reach us by emailing us at [michelle.zimmer@tamarac.org](mailto:michelle.zimmer@tamarac.org)

We look forward to receiving your application and wish you the best of luck!



**PLACEMENT AND AVAILABILITY**

All placements are done by the Recreation Superintendent prior to the start of the program. Due to the popularity of the program volunteers will be placed in service areas based on availability. Service areas include assisting with the Senior Program, answering phones, working concessions at the pool, filing and other office responsibilities.

Volunteers will be scheduled 10 am – 3 pm, Monday through Thursday for an eight week period.

**EXPERIENCE**

Work/ Volunteer Experience \_\_\_\_\_  
\_\_\_\_\_

Place:

Dates:

Supervisor Name

Address and Phone number:

Work/ Volunteer Experience \_\_\_\_\_  
\_\_\_\_\_

Place:

Dates:

Supervisor Name

Address and Phone number:

School Organizations, Leadership Roles, Honors & Awards \_\_\_\_\_  
\_\_\_\_\_

Please answer all three questions. Use a separate sheet if necessary.

1. Why do you want to participate in the City of Tamarac Summer teen program?
2. What do you hope to gain from your experience?
3. What skills and qualities to you have to offer?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All the information provided in this application is true to the best of my knowledge.

Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Return all documents to: Parks and Recreation Administrative Office, 6001 Nob Hill Road,  
Tamarac, Fl 33321 Re: Teen Summer Volunteer Program, ATTN: Michelle Zimmer.

## TEEN VOLUNTEER PROGRAM AGREEMENT

I \_\_\_\_\_ AGREE TO THE FOLLOWING:

I will maintain strict confidence of all City information and information I may learn in the course of my duties at the City of Tamarac.

### Code of Conduct

While a volunteer at the City of Tamarac, I will conduct myself in accordance with ALL of the City of Tamarac guidelines, rules, instructions and policies and procedures. I will refrain from using my cell phone during my volunteer time unless it's an emergency.

### Volunteer Status

I understand that I will not be paid for my volunteer services at the City of Tamarac.

### Dismissal

I understand that my volunteer service is a privilege and not a right. If I fail to maintain confidentiality or if I fail to conduct myself in accordance with the policies and procedures of the City of Tamarac, I may be dismissed from the volunteer program. I may also be dismissed from volunteer services at the sole discretion of the City of Tamarac.

I have read this document, I understand its content, and I agree to its terms.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Date

Parent / Guardian Agreement/Waiver:

I understand the conditions under which my child will be volunteering, and I agree to support my child's application for participation in this program. If accepted, I will see that he/she attends the training session, attends all scheduled work days; and adheres to the program policies and procedures. In case of emergency, when a parent or guardian cannot be reached, I hereby give my permission the City of Tamarac to secure treatment for my child. I do hereby indemnify and hold harmless the City of Tamarac, its officers, agents, staff, representatives, executors and all others from any and all responsibilities or liability from injuries or damages sustained resulting from my and/or my child's participating in any city sponsored activities at the City of Tamarac. I hereby indemnify and hold harmless all the aforementioned and others acting upon their behalf from responsibility or liability for any injury or damage to myself and/or my child including any caused by the negligent act or omission of any of those mentioned or others acting on their behalf or in any way arising out of or connected with my and/or my child's participation in any activities at the City of Tamarac. I have carefully read this release in its entirety, fully understand the contents thereof and by execution below, expressly agree to be bound by its terms and conditions.

PHOTOGRAPH RELEASE FORM. I grant permission to use my child's photograph in any official City of Tamarac publicity pieces. Publicity pieces include, but are not limited to, news releases, publications, videos and web use.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_