



**Irondequoit Bureau of Recreation  
154 Pinegrove Ave., Rochester, New York, 14617  
2018 Summer Junior Leader Volunteer Application**

Thank you for your interest in participating with the Irondequoit Bureau of Recreation Summer Junior Leader Volunteer program!

This program is geared towards 10<sup>th</sup> and 11<sup>th</sup> grade students who are interested in being exposed to volunteerism with the youth of Irondequoit. As a Jr. Leader, you will have the opportunity to gain valuable job skills, increase self-esteem and give back to your community.

New for 2018, we will be accepting a limited number of 9<sup>th</sup> grade students to our Jr. Leader Volunteer Program. These selected individuals will be volunteering with our KinderCamp 4 and 5-year-old camp. This camp is located at Camp Eastman and the volunteer hours would be 8:45am-12:15pm Monday through Friday, June 25<sup>th</sup> – August 3<sup>rd</sup> (no program 7/4).

As a Jr. Leader, you will be working directly with youth participants, camp directors and staff, as well as parents and other volunteers at town facilities. These various interactions make the volunteer process dynamic, exciting, rewarding and meaningful.

The Jr. Leader Volunteer program is designed to be self-guided. There will be supervision and various “check-ins” throughout your experience, yet we want you to independently develop organization and management skills through the process as well.

In order to participate in the Jr. Leader Volunteer program, you will need to complete the following:

- Junior Leader Volunteer Application
- Junior Leader Volunteer Code of Conduct
- Junior Leader Volunteer Behavior Contract

Upon completion of the packet, you will be interviewed by staff and placed dependent upon the interview. Our program runs from June 25, 2018 through August 3, 2018. Applicants must volunteer for a minimum of two consecutive weeks.

All questions, concerns and completed application packets should be addressed to:

Town of Irondequoit  
Bureau of Recreation  
Junior Leader Volunteer Program  
154 Pinegrove Ave.  
Rochester, NY 14617  
(585) 336-7263



**2018 Summer Junior Leader Volunteer Application**

**Personal Information:**

Name: \_\_\_\_\_  
Last First Middle

Current Address: \_\_\_\_\_  
No. Street City State Zip

Telephone No.: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

School: \_\_\_\_\_ Grade Entering: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Emergency Phone No.: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Volunteer Information:**

How many hours of service are you looking to complete? \_\_\_\_\_

Please indicate your availability

|            | Monday | Tuesday | Wednesday | Thursday | Friday |
|------------|--------|---------|-----------|----------|--------|
| 9:00-12:00 |        |         |           |          |        |
| 12:00-3:30 |        |         |           |          |        |

Please indicate your reason for volunteering: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What types of service are you interested in? Please briefly describe, then circle any interests you have:

- \_\_\_\_\_
- Children's Games    Manual Labor    Sports    Swimming  
 Arts and Crafts    Nature/Outdoor Ed.    Office Work    Coaching  
 Music    Other \_\_\_\_\_

Briefly describe any previous volunteering experience: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Interviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Placement: \_\_\_\_\_



**Irondequoit Bureau of Recreation  
2018 Summer Junior Leader Volunteer  
Code of Conduct**

**1. Assist, Observe and Role Model**

Jr. Leaders serve as an extra set of eyes for the staff and a role model for the campers. If a problem arises between campers Jr. Leaders should get a staff to handle the situation. Jr. Leaders may intervene with gentle reminders to campers regarding appropriate behavior and treatment of each other; however they are not expected to discipline campers.

**2. Be active, engaging and participate, as the staff requires**

Don't just watch. BE A POSITIVE ROLE MODEL for the campers. Participating in activities and assisting with the daily schedule of the site will help Jr. Leaders gain an understanding of the everyday responsibilities of a camp counselor.

**3. Appropriate Dress**

Volunteer T-Shirt must be worn at all times and may not be altered in any way (ex: neck cut, sleeves cut off, etc.)

Sneakers worn at all times

Shorts must be of appropriate length

Short shorts, torn jeans, spaghetti strap tank tops and shirts that expose midriffs are NOT considered appropriate for camp.

**4. Behave Appropriately**

You are representing the Town of Irondequoit and are not aware of who is watching. Make sure that you are not swearing, teasing, or bullying the campers, or on your cell phone texting during camp hours. Remember that even though you are not a paid staff member you are one of the people that parents, neighbors and community members see first.

**5. Promptness and Communication of Attendance are MANDATORY**

It is important that you show up on time and ready to volunteer each day. This means you come to camp in your volunteer shirt, with sneakers and are ready to be active right when the campers arrive. Make sure to communicate with your site supervisor regarding the days you will and will not be volunteering. They will be informed by the camp office as to what you indicated as your availability during your interview. However, schedules do change and it is your responsibility to communicate any changes to your site supervisor.

**6. Medication & First Aid**

Jr. Leaders can not administer any medication or provide any camper with first aid. If a camper needs an ice pack, band aid, etc. Jr. Leaders are to get a counselor to provide the camper with what they need.

**7. Assist staff with program clean up**

Playground and Camp Sites MUST be left clean. Jr. Leaders should assist the camp staff in making sure everything is cleaned up at the end of the day.



**8. Bring a non-perishable lunch and drink(s) with you each day**

At playgrounds the lunch hour is 11:30-12:30. There are no campers on site during this hour.

**9. Food**

Food **MUST** not be shared between anyone (campers, staff, etc.) due to the high risk of food allergies. Food may only be eaten during the lunch hour unless it is a special snack day, in which case food will be purchased by the Bureau of Recreation so that all food allergies are accounted for.

**10. Cell phone use MUST be limited to break times or emergencies**

Cell phones are not allowed to be used or visible during camp hours. It is very important that the campers have the staff and volunteers' full attention, the use of a cell phone hinders this. Under no circumstances can campers use your cell phone. If they need to call their parents refer them to the site supervisor.

**11. Carrying/Physical Contact with campers**

For the safety of the campers, staff and volunteers, campers may not be picked up by staff/volunteers or other campers. Staff and volunteers may not apply sunscreen unless it is the spray kind. Physical contact of any kind is not allowed.

By signing this you are indicating your full understanding and willingness to follow the above Code of Conduct.

\_\_\_\_\_  
Signature of Junior Leader Volunteer Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date



**Irondequoit Bureau of Recreation  
2018 Summer Junior Leader Volunteer  
Behavior Contract**

As a Junior Leader Volunteer you are asked to take into consideration the Town of Irondequoit's expectations and are asked to follow them at all times.

- **Respect yourself**
- **Respect others**
- **Respect the property of the Town of Irondequoit**
- **Be responsible for your actions**

**Zero Tolerance Policy**

The Town of Irondequoit's Bureau of Recreation has a zero tolerance policy towards violence, weapons, threats, intimidation, harassment, bullying, vandalism, and use of any alcohol, tobacco, or drugs on Town property.

I, \_\_\_\_\_, have read and agreed to all policies and procedures listed in the Behavior Contract of the Irondequoit Bureau of Recreation's Junior Leader Volunteer Application packet.

\_\_\_\_\_  
Signature of Junior Leader Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date