



City Desert Hot Springs Teen Leader Program

The City of Desert Hot Springs Recreation Services Division is offering a Teen Leader Program for teen's ages 13-17. The Teen Leader Program allows teens the opportunity to work side by side with Recreation Leaders in the City's youth summer camps, after school programs, and other City special events. While earning community service credits, this program also provides an opportunity for teens to be involved in the community, to develop and enhance life (work) skills, and gain valuable job experience.

Process

Complete a **Teen Leader Application and a printout of your grades** and return or email it to the City of Desert Hot Springs Attn: Roberta Crcnic

Mail: 11999 Palm Drive Desert Hot Springs, CA 92240

E-Mail: rcrcnic@cityofdhs.org

Qualified applicants may be interviewed, and the top candidates will be selected to join the Teen Leader Program.

Summary of Responsibilities:

Assist Recreation leaders and Recreation staff as assigned with coordination and organization of recreational activities for youth grades 2- 12. All participants will be required to attend all trainings/orientations. All Teen Leaders will be responsible for their own transportation to and from the program. **Staff will not transport Teen Leaders except for field trips.**

Duties:

- Assist youth in cooperative games, sports, outdoor activities and arts & crafts.
- Assist in maintaining organization of site by completing tasks assigned.
- Follow instructions efficiently and effectively, requiring minimal guidance while completing assigned duties.
- Take the initiative to assist staff in daily duties.
- Attend mandatory trainings.
- Assist in the supervision of youth while on field trips.
- Maintain a positive environment for program participants. Perform other duties as assigned.

Work Environment:

May work both indoors and outdoors in varying types of weather with exposure to sun, noise and dust.

Required Knowledge, Skills and Abilities:

Requires a desire to work with youth and to interact in a positive manner with all ages and types of children. Requires a desire to develop leadership skills, problem solving abilities and decision making skills. Must possess the ability to motivate youth in an enthusiastic manner. Must be reliable, honest, creative and willing to follow through on all assigned tasks. Must have reliable transportation to and from the program.

Education, Experience and Qualifications:

Must be between 13-17 years of age. Experience working with youth in areas such as babysitting, scouts, clubs, sports or any other volunteer work is preferred. Qualified applicants will possess a clean and professional appearance and attitude. You must maintain a GPA of 2.5 throughout the program.

If you have any questions or require more information, please feel free to contact Roberta Crcic at (760) 329-6411 ext. 114.

Roberta Crcic
rcrcic@cityofdhs.org
Executive Program Director
City of Desert Hot Springs

Teen Leader Guidelines

City of Desert Hot Springs

I understand that as a City of Desert Hot Springs Teen Leader, the following guidelines will be expected throughout my participation in the program:

1. If selected, I understand I will need to submit an application to volunteer during the school year and summer camp.
2. Be respectful of others. Fighting and profanity will not be tolerated and is reason for immediate dismissal.
3. Age-appropriate conversations with participants.
4. Be polite and respectful when speaking to parents and staff.
5. Remember that field trips are a privilege; those who do not follow the appropriate guidelines will not be scheduled for field trips.
6. It is your responsibility to confirm your work schedule with the site Supervisor. Schedules will be completed prior to each workweek.
7. Teen Leaders are expected to follow instructions from all Recreation Staff members.
8. You are responsible for completing all tasks before leaving the program. Check out daily with assigned Recreation Leader before leaving for the day. When you have been excused, you must leave the program site. As a Teen Leader you are not permitted to "hang out" at the program before or after your scheduled time.
9. You are working in a recreational setting with young children. Please adhere to the following dress code:
 - Tennis shoes are required (sandals will be permitted on field trips per the permission of the Recreation Leader in charge).
 - Skirts and dresses are not permitted.
 - Keep shorts at an appropriate length.
 - Bathing Suits: Must be appropriate.
 - Clothes (including hats) advertising alcohol, tobacco, profanity, sexual content or any other forms of illegal substance are not permitted.
10. Teen Leaders are responsible for transportation to and from their program work site. Teen Leaders are not allowed to be transported by City Recreation Staff members.
11. As a City of Desert Hot Springs Teen Leader, you are subject to corrective action for any violation of departmental rules, conduct, or performance, which does not meet City standards or expectations. Disciplinary action may vary according to each case, but will generally fall under the following:
 - Corrective action up to and including dismissal from the program.

The City of Desert Hot Springs has a zero-tolerance policy relating to drug and alcohol use in the

workplace. In addition, the following behaviors are considered criminal, inappropriate or irresponsible and may result in disciplinary action, immediate dismissal or the notification of proper authorities:

- Child Abuse
- Sexual harassment
- Loss, damage or theft of City property
- Violence
- Smoking or chewing tobacco on site
- Inappropriate attire

Discipline is at the discretion of supervisors, administrators, and City officials. Should you suspect or witness any of the above it is your responsibility to report the activity to your supervisor, within 24 hours. In a situation that may involve your immediate supervisor activity is to be reported to the Recreation Supervisor or any other Recreation Staff.

12. Think safety first! Be careful and have FUN!

Parent or Guardian Signature: _____ Date: _____

Teen Leader Signature: _____ Date: _____



City of Desert Hot Springs
TEEN LEADER PROGRAM APPLICATION

Please return this application by Thursday, May 11, 2023
City of Desert Hot Springs
11999 Palm Drive Desert Hot Springs, CA 92240
or email to: rcrncic@cityofdhs.org

You may be contacted for an oral interview once your application has been reviewed and processed.

For more information or questions, please feel free to contact Executive Program Director at (760)329-6411 ext.114

Personal Information

Name:

Address:

Phone Number:

E-Mail:

Are you between the ages of 13-17?

Current School:

Grade Level in fall 2023:

What school activities or clubs are you involved in? (i.e. band, ASB, etc.)

In what after-school or community activities are you involved? (i.e. sports internships, etc.)

What leadership experience do you have?

As a Teen Leader you will be expected to swim at the pool, be a good role model and help the Recreation Leaders run many aspects of Youth Programs. Please explain how comfortable will you be in this role and why.

Please list three (3) References: Names, emails, and phone numbers. (Teachers, neighbors, family friends, etc. (No relatives))

1. _____
2. _____
3. _____

I understand the completion of the application for the *Teen Leader Program* position does not guarantee acceptance in the program or a position with the City of Desert Hot Springs. Only the most qualified applicants will be accepted.

_____ Date: _____
Teen Leader Program Applicant's Signature

PARENT WAIVER:

Is there anything Recreation Staff should know about your child? Please explain in writing.

Parent's Release of Liability: In consideration of accepting this registration, I waive and voluntarily assume all risk of personal injury which may be sustained while participating. I forever release, discharge and hold harmless the City of Desert Hot Springs and all of its officers, agents and employees from any and all liability, claims, damages, costs, loss of service, expenses and compensation as a result of any injuries or damages to any person or property arising out of, or in any way related to, participation in the program by the person registered, and also all claims or rights of action for damages which participant has or may have either before or after he/she had reached his/her legal age (18 years old), resulting or to result from or in connection with or participation in the program by the person registered. The laws of the state shall govern this agreement. The undersigned hereby acknowledged to be lawful parent(s) and or guardian(s) of the participant, acknowledge(s) my/our qualifications to sign the release form on behalf of the participant.

Photo Release: I understand that from time-to-time City representatives my photograph activities of City of Desert Hot Springs recreation programs and participants. By signing this form, I authorize City of Desert Hot Springs to use or publish any photographs taken by the city showing my participation or my child/children's participation to promote classes on the City's website, future publications of the city and flyers.

Parent or Guardian Name: _____

Parent or Guardian Signature: _____ Date: _____