



## The City of Kingston – Recreation and Leisure Services Youth Volunteer Program

The City of Kingston Youth Volunteer Program is open to youth ages 13-17. The program offers young people a chance to gain valuable experience working with children and youth. All hours completed as part of the program can be used towards the high school volunteer hours requirement. Volunteer positions are available in three areas: Children's Programs, Aquatic Programs and Ice Skating Programs. Placement descriptions for these three volunteer positions appear on pages 5, 6 and 7 of this package. Successful applicants will be placed as volunteers in one or more of these areas and will be expected to commit to a set number of hours before commencing placement.

A completed application will include the following:

- 1) A completed *Volunteer Application Form* (page 2-3)
- 2) A *Volunteer Liability Waiver*, completed by a guardian. (Page 4)
- 3) A *resume* outlining a bit about yourself, your interested and any past volunteer or paid work. (attach as page 8)

All these forms must be completed and sent the Chris Paterson, the Youth Volunteer Program Coordinator before the due date. Completed forms can be submitted in the following formats:

- Scan a copy as a PDF and email to [cpaterson@cityofkingston.ca](mailto:cpaterson@cityofkingston.ca)
- Fax to 613-549-7171 Attention: Chris Paterson
- In person at the Artillery Park Aquatic and Fitness Centre in a sealed envelope addressed to Chris Paterson.

### Due Dates

- Fall Applications are accepted on an ongoing basis.
- Winter placement applications are due by January 6<sup>th</sup>, 2011.

### Training

- Basic training will be provided for all volunteers prior to starting their placements. Training will be scheduled on weeknights and/or weekends to avoid conflict with school schedules.
- Volunteers in the program may also be eligible for additional training and certifications such as CPR and first aid at a discounted rate.



**The City of Kingston  
Recreation and Leisure Services  
Youth Volunteer Application Form**

**Personal Information:**

Full Name: \_\_\_\_\_

Age: \_\_\_\_\_ Gender: \_\_\_\_\_ Current School Grade Level: \_\_\_\_\_

Phone #: \_\_\_\_\_ Phone # (Alternate): \_\_\_\_\_

Name of Parent or Guardian(s): \_\_\_\_\_

**Placement Location:**

**Please rank the following areas of the city from 1 to 3 with 1 representing the area you'd most prefer to complete your placement and 3 the location you'd prefer least.**

\_\_\_\_\_ Artillery Park Aquatic and Fitness Centre (Children's and Aquatics programs)

\_\_\_\_\_ Wally Elmer Youth Centre (Children's and Ice Skating Programs)

\_\_\_\_\_ INVISTA Centre (Ice Skating Programs)

**Placement Preference:**

Please review the three placement job descriptions located on pages 5-7 of this package and fill out the following to confirm your placement preference. As you did above for placement location please rank the available placements from 1 to 3.

\_\_\_\_\_ Aquatic Volunteer

\_\_\_\_\_ Youth Program Volunteer

\_\_\_\_\_ Learn to Skate Volunteer

Personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including (but not limited to), names, addresses, medical/physical concerns, is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA, and all other relevant legislation. All personal information may be used to form statistical lists and /or reports, and therefore will be made available to staff. Questions regarding the collection, use and disclosure of this personal information may be directed to the Corporate Records and Information Officer, City Clerk's Department, 216 Ontario Street, Kingston, Ontario K7L 2Z3.



## **Youth Volunteer Application Form Interests and Skills:**

**Please answer the following questions.**

- 1. What is the highest level of swimming instruction you have obtained?**
- 2. Have you worked with or been responsible for children under 12 years of age, who were not members of your family? If so, in what role?**
- 3. Would you describe yourself as a beginner, intermediate or advanced ice skater?**
- 4. Have you participated in hockey or figure skating? If so, for how many years?**
- 5. Please list 3 of your interests outside of school (sports, drama, friends ect).**
- 6. What do you hope to get out of your volunteer placement?**

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<b>TITLE :</b>	<b>AQUATIC VOLUNTEER</b>
<b>DEPARTMENT SECTION:</b>	Recreation and Leisure Services
<b>REPORTING TO:</b>	Aquatic & Wellness Coordinator - Caroline Livingston
<b>NUMBER OF POSITION (S):</b>	7-14
<b>START DATE:</b>	On going
<b>NO OF WEEKS:</b>	On going
<b>NO OF HOURS PER WEEK:</b>	1-16
<b>HOURS:</b>	Monday 6-7:30pm Tuesday 6-7:30pm Thursday 6-7:30pm Friday 6-8pm Saturday 9:30-10:30am, 5-7pm Sundays 8:30-10:30am
<b>EDUCATIONAL REQUIREMENTS:</b>	Must be enrolled in school full time and between the ages of 13 and 17
<b>DUTIES:</b>	Under the direction of the Aquatic Coordinator and Senior Aquatic Staff, the volunteer will: <ul style="list-style-type: none"> <li>▪ assist with a variety of aquatic programs, primarily with Lifesaving Society Leadership courses, and Red Cross swimming lessons.</li> <li>▪ assist with an instructor, in the water, in a variety of swimming levels</li> <li>▪ assist with setting up aquatic equipment</li> <li>▪ assist with checking pool equipment</li> <li>▪ assist with events i.e. swim meets, theme days and camp swims, and/or administrative duties</li> <li>▪ Other duties as assigned</li> </ul>
<b>EMERGENCY FIRST AID CERTIFICATE/ EMERGENCY C.P.R. CERTIFICATE:</b>	<ul style="list-style-type: none"> <li>▪ Current First Aid Certificate and CPR would be an asset</li> <li>▪ Aquatic certifications would be an asset</li> </ul>
<b>SPECIAL CERTIFICATES/ LICENSES/EQUIPMENT REQUIRED:</b>	<ul style="list-style-type: none"> <li>▪ High 5 – Principals of Healthy Child Development Certificate would be an asset</li> <li>▪ <b>A satisfactory Criminal Reference Check will be required by the successful candidates at their own expense.</b></li> </ul>
<b>DRIVER LICENSE REQUIRED?</b>	<ul style="list-style-type: none"> <li>▪ No, must be able to secure transport to and from facility</li> </ul>
<b>SPECIAL NOTE:</b>	<ul style="list-style-type: none"> <li>▪ Hours submitted are signed off by the supervising staff member</li> <li>▪ hours can go towards each volunteers' mandatory 40 hours for high school</li> <li>▪ once mandatory hours for high school are complete, hours will go towards FREE aquatic leadership courses (excluding manual fee(s))</li> </ul>

<b>TITLE :</b>	<b>LEARN TO SKATE VOLUNTEER</b>
<b>DEPARTMENT SECTION:</b>	Recreation and Leisure Services
<b>REPORTING TO:</b>	Assistant Supervisor – Programs and Events - Paul Turner
<b>NUMBER OF POSITION (S):</b>	4+
<b>START DATE:</b>	On going
<b>NO OF WEEKS:</b>	On going
<b>NO OF HOURS PER WEEK:</b>	1-16
<b>HOURS:</b>	Mondays between 5 and 6pm Tuesdays Between 4:30 and 7pm Other times possible.
<b>EDUCATIONAL REQUIREMENTS:</b>	Must be enrolled in and returning to a full time secondary or post secondary education program in the Fall of 2010 / Winter 2011
<b>DUTIES:</b>	Under the direction of the Assistant Supervisor Programs & Events and the Learn to Skate Instructors, Volunteers will: <ul style="list-style-type: none"> <li>● Assist qualified skating instructors by working primarily with the younger most inexperienced skaters.</li> <li>● Assist with supervision of participations</li> <li>● Assist with class control</li> <li>● Assist in teaching skating skills you children</li> </ul>
<b>EMERGENCY FIRST AID CERTIFICATE/ EMERGENCY C.P.R. CERTIFICATE:</b>	<ul style="list-style-type: none"> <li>▪ Current First Aid Certificate and CPR would be an asset</li> </ul>
<b>SPECIAL CERTIFICATES/ LICENSES/EQUIPMENT REQUIRED:</b>	<ul style="list-style-type: none"> <li>▪ Must be a competent ice skater.</li> <li>▪ High 5 – Principals of Healthy Child Development Certificate would be an asset</li> <li>▪ <b>A satisfactory Criminal Reference Check will be required by the successful candidates at their own expense.</b></li> </ul>
<b>DRIVER LICENSE REQUIRED?</b>	<ul style="list-style-type: none"> <li>▪ No, must be able to secure transport to and from facility</li> </ul>
<b>SPECIAL NOTE:</b>	<ul style="list-style-type: none"> <li>▪ Hours submitted are signed off by the supervising staff member</li> <li>▪ hours can go towards each volunteers' mandatory 40 hours for high school</li> </ul>

<b>TITLE :</b>	<b>CHILDREN'S RECREATION PROGRAMS VOLUNTEER</b>
<b>DEPARTMENT SECTION:</b>	Recreation and Leisure Services
<b>REPORTING TO:</b>	Program and Youth Services Coordinator – Chris Paterson
<b>NUMBER OF POSITION (S):</b>	4+
<b>START DATE:</b>	On going
<b>NO OF WEEKS:</b>	On going
<b>NO OF HOURS PER WEEK:</b>	1-16
<b>HOURS:</b>	Tuesday to Friday between 3pm and 8pm (At the Wally Ellmer Youth Drop In) PA Days and School Year Camps (See Leisure Magazine for Dates) 8:30-5:30
<b>EDUCATIONAL REQUIREMENTS:</b>	Must be enrolled in and returning to a full time secondary or post secondary education program in the Fall of 2010 / Winter 2011
<b>DUTIES:</b>	<p>Under the direction of the Program &amp; Youth Services Coordinator Volunteers will:</p> <ul style="list-style-type: none"> <li>• Learn the skills needed to successfully work with children ages 6 and up.</li> <li>• Assist paid staff with program supervision</li> <li>• Assist with the planning of program activities</li> <li>• Assist with the implementation of program activities</li> <li>• Learn valuable leadership skills</li> <li>• Obtain valuable job experience</li> </ul> <p>Volunteers will be placed at either the Wally Elmer Youth Centre assisting with afterschool drop in programs for children or at the Artillery Park Aquatic Centre assisting with PA Day and School Year Holiday Camp Programs.</p>
<b>EMERGENCY FIRST AID CERTIFICATE/ EMERGENCY C.P.R. CERTIFICATE:</b>	<ul style="list-style-type: none"> <li>▪ Current First Aid Certificate and CPR would be an asset</li> </ul>
<b>SPECIAL CERTIFICATES/ LICENSES/EQUIPMENT REQUIRED:</b>	<ul style="list-style-type: none"> <li>▪ For PA Day and Holiday Camp Programs must be able to swim at least 2 lengths (50m).</li> <li>▪ High 5 – Principals of Healthy Child Development Certificate would be an asset</li> <li>▪ An interest in working with children</li> <li>▪ Be positive and outgoing with program participants</li> <li>▪ Ability to communicate with children, parents and staff</li> <li>▪ <b>A satisfactory Criminal Reference Check will be required by the successful candidates at their own expense.</b></li> </ul>
<b>DRIVER LICENSE REQUIRED?</b>	<ul style="list-style-type: none"> <li>▪ No, must be able to secure transport to and from facility</li> </ul>
<b>SPECIAL NOTE:</b>	<ul style="list-style-type: none"> <li>▪ Hours submitted are signed off by the supervising staff member</li> <li>▪ hours can go towards each volunteers' mandatory 40 hours for high school</li> </ul>