



Girls Incorporated®
of the Island City

2018 Summer Camp Position Description: Summer Camp Teen Volunteer

Title: Summer Activity Assistant

Purpose: To enhance leadership, self-reliance, and self-esteem of girls in 1st- 6th grades. To provide a safe and productive learning environment for program participants

Responsibilities

- Assist Program leaders with the implementation of activities for the site
- Helps to prepare and distribute snack
- Participates in set-up and clean-up of activities and site
- Maintains positive relationships with children and staff
- Assist children in resolving conflicts
- Communicates and coordinates activities with staff.
- Informs Program Director of all incidents, injuries and parent information as it/they occur(s)
- Abides by all Girls Inc. rules and guidelines

Qualifications:

- Ability to spark curiosity, creativity, and confidence in young girls
- Must have completed freshman year
- Experience working with youth preferred
- Experience working with diverse communities preferred
- Ability to work collaboratively with other adults
- Flexible and able to deal with unexpected situations
- Creative, Responsible, energetic, conscientious

Training: All volunteers must complete volunteer orientation

Time Commitment: At least 2 days per week during the summer camp program June to August **and one shift per day. The shifts are AM shift 9:00am to 12:30 pm. or PM shift 12:30pm-4:00pm.**

Benefits: Volunteers will enhance mentoring and group facilitation skills. Volunteers will gain a sense of reward from working with eager and inquisitive girls

Reports to: Natalie Duarte, Director of Elementary Programs



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Summer Camp Teen Volunteer Timeline and Requirements

- Teen Volunteers must have completed their freshman year of high school.
- Teen Volunteers must have some experience working with elementary school aged girls.
- Teen Volunteers must commit to volunteer at least two days a week for the entire summer.
- Teen Volunteers must go through a formal interview process.
- Teen Volunteers must commit to up to 1.5 hour of Summer Training on Friday, June 15th
- Teen Volunteers must keep track of their summer hours on a time sheet that will be provided by Girls Inc. Volunteer Coordinator.

Below you will find important dates that are not flexible for Teen Volunteers

May 18th, 2018: Teen Volunteer Application due with all signatures and recommendation letter

June 1st, 2018: Teen Volunteers notified if hired

June 15th, 2018 training (time of training TBD)

June 18, 2018: Girls Inc. Summer Camp Program Begins

July 4, 2018: Girls Inc. Summer Camp closed for 4th of July

August 10, 2018: Girls Inc. Summer Camp Program Ends

I _____ understand by signing this document that this does not guarantee my participation in the Girls Inc Summer Program as a Volunteer.

Teen Applicant Signature

Parent Signature

Date

Date



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Summer Camp Teen Volunteer Application

Please complete this application so that we can discover more about you; your interests, your skills, your goals for volunteering with us.

Name: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ E-mail: _____

Cell Phone: _____

Emergency Contact Name: _____ Phone: _____

How did you hear about Girls Inc. of the Island City?

Why do you want to volunteer with Girls Inc? _____

Have you ever volunteered for Girls Inc.? Yes ___ No ___ If yes, in what capacity?

Are you volunteering to fulfill a community service commitment? _____

How many hours a week are you able to commit to? _____

Please list the times that you will be available to volunteer? *Major fieldtrips may be on W's or F's depending on the week. No volunteers are needed on major fieldtrip days.

Weekly Schedule	Mon	Tue	Wed	Thur	Fri
A.M.					
P.M.					

Do you have previous experience working with girls school aged girls? Yes ___ No _____

Please explain _____

What skills, training, or knowledge do you have that will assist in volunteering? _____

_____ (use back if needed)

Please contact Director of Elementary Programs, Natalie Duarte, nduarte@girlsincislandcity.org with any questions.



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Summer Camp Teen Volunteer Expectations

As a volunteer working directly with the girls we ask that all of the volunteers and staff maintain and follow the same expectations that we ask of the girls. We believe that we should lead by example.

No Cell Phones please, we ask that while you are working with the girls that you do not use your cell phone, and that it be placed in the off position.

Respect others rights and please keep your hands to your self.

Swearing and foul language will not be tolerated.

Physical violence will result in immediate volunteer termination

Sharing food or money with the girls is not allowed.

Theft is not allowed, and will result in immediate volunteer termination

Please leave all electronic devices at home

Closed toe and closed back shoes must be worn at all times

Backless, halter style, and spaghetti strap tank tops are not allowed

Shorts and skirts must be mid thigh length and pass the finger length test.

I understand these above listed Girls Inc. Volunteer Expectations.

Volunteer Signature

Date

Volunteer Coordinator Signature

Date

