



2017 SUMMER VOLUNTEER PROGRAM INFORMATION

Information on Summer Volunteer Positions

AVAILABLE VOLUNTEER POSITIONS

All summer volunteers are expected to maintain a positive, encouraging and motivating attitude towards campers, staff members and program activities.

Counselors-in-Training (CITs): The primary duty of a CIT is to assist the paid counselors with the overall supervision of an assigned group of campers to ensure their safety. CITs are also responsible for planning, organizing and actively participating in a variety of fun camp activities including sports, games, arts and crafts and special events with their program participants.

Inclusion Recreation Volunteers (IRVs): IRVs work one-on-one with an assigned camper with disabilities. Inclusion volunteers are responsible for helping their campers to participate in daily camp games and activities and ensuring their participants' overall safety. IRVs also work with other paid counselors to learn to adapt games and activities to better include their campers in the program. Although IRVs will have an opportunity to interact with other campers, their main focus must be the supervision of their assigned campers.

Ascending Leaders Institute (ALIs): The Ascending Leaders Institute is a three day leadership training program that provides teen participants with a unique combination of formal classroom leadership training and hands-on, practical job experience in the camp setting. Participants will engage in exciting team-building activities, interactive workshops and field trips throughout the week. **All new Summer Volunteers must complete a session of ALI before their first day of work.**

****Complete details regarding this program can be found on the next page of this packet****

APPLICANT REQUIREMENTS

Applicants must be at least 14 years old or entering 9th grade in the fall of 2017 to be considered for a volunteer position. Volunteers will only be placed at middle school sites if they are at least 16 years old or have completed 10th grade. Applicants must be able to commit to an entire 2-week session and one of the mandatory training dates listed below. Please note that preference will be given to applicants who are City residents.

COMPLETING THE APPLICATION

If you are interested in applying for a volunteer position, please fill out the attached application and return it to the Activity Center (506 S. Frederick Ave.) Applications can also be mailed, emailed or faxed (see additional contact information on the back side of the application.) Please **do not submit payment** with the application at this time. ***Candidates will be contacted directly*** by email or phone **after receipt of a completed** application to schedule an interview date. Interviews are conducted in a group format and generally last approximately two hours.

VOLUNTEER PLACEMENTS

Candidates are given the opportunity to indicate their preferred camp site location and session on the application and during the interview process. Although these preferences are taken into account when assigning volunteers, please note that volunteer placements are based primarily on the programming needs of each camp site. All applicants will be notified at the end of April about whether or not they have received a position, including their camp and session assignment.

QUESTIONS?

Please contact Jake Hersom, Community Facility Manager, at (301) 258-6350 x165 or jhersom@gaitthersburgmd.gov with any questions regarding the summer volunteer programs.

TIMELINE FOR APPLICATION PROCESS

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| <ul style="list-style-type: none"> ➤ Mid-January ➤ Mon., January 30th ➤ Mid-February – Mid-April
 ➤ Wed., March 15th ➤ Fri., April 21st ➤ Fri., May 12th ➤ Sat., June 3rd: 10:00am-12:30pm ➤ Wed., June 21-Fri. June 23 & Wed., July 5 – Fri., July 7 | <ul style="list-style-type: none"> Begin Accepting Volunteer Applications for City Residents Begin Accepting Volunteer Applications for Nonresidents Time Frame for Group Interviews for Volunteer Positions
<i>(Exact Dates and Times of Group Interviews Vary)</i> Deadline to Submit All Volunteer Applications Volunteer Assignments and Registration Forms Mailed Volunteer Registration and Final Payment Deadline Mandatory Volunteer (CITs & IRVs) Trainings Ascending Leaders Institute Session #1 Ascending Leaders Institute Session #2 **NEW SUMMER VOLUNTEERS MUST COMPLETE ONE SESSION OF ALI TRAINING BEFORE THEY BEGIN THEIR CIT SESSION** |
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SESSION DATES

Volunteers must commit to an entire 2-week session. Partial sessions are not permitted. CITs will be assigned to a **maximum** of two sessions. IRVs are permitted to volunteer for multiple sessions if their assigned camper is also registered for these sessions. IRVs may be eligible to receive a discounted registration fee for additional sessions.

DATES:	VOLUNTEER FEES <i>(payment due only if applicant selected)</i>		
SESSIONS	RESIDENT	NONRESIDENT	
CIT/IRV Session # 1	Mon, June 26 – Fri, July 7(No camp July 4 th)	\$55	\$65
CIT/IRV Session # 2	Mon, July 10 – Fri, July 21	\$55	\$65
CIT/IRV Session # 3	Mon, July 24 – Fri, Aug 4	\$55	\$65
ALI Program Session #1	Wed, June 21 – Fri, June 23	\$90	\$105
ALI Program Session #2	Wed, July 5 – Fri, July 7	\$90	\$105
ELO Session	TBD	\$70	\$80

CAMP SITE LOCATIONS

Applicants must be available to volunteer for the specified program hours at each site to be considered for a position. Volunteers are generally scheduled from 8am-4pm at the all-day site locations, although there is some flexibility in exact arrival and departure times based on individual transportation needs. Volunteers are responsible for their own transportation to and from camp sites.

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| • All-Day Elementary School Camps | Hours: 7:30 a.m. – 4 p.m. (extended care 4 – 6 p.m.) | |
| Campers aged 6-10 | | |
| ○ Discovery | | Location: Fields Road ES |
| ○ Imagination | | Location: Thurgood Marshal ES |
| ○ Quest | | Location: Diamond ES |
| ○ Rainbow | | Location: Activity Center (Bohrer Park) |
| • Kinderplay | Hours: 9 a.m. – 1 p.m. | Location: Rachel Carson ES |
| Campers aged 5-6 | | |
| • Youth Activity Program (YAPs) | Hours: 8:30 a.m. – 1:30 p.m. | Location: Lakelands Park MS |
| Campers aged 6-11 | | |
| • Teen Activity Program (TAPs) | Hours: 8:30am - 1:30pm | Location: Lakelands Park MS |
| Campers aged 11-13 | | |
| • ELO Aftercare (ELO) | Hours: 1 p.m. – 5 p.m. | Location: TBD |
| Campers aged 5-10 | | |
| • All-Day Middle School Camps | Hours: 7:30 a.m. – 4 p.m. (extended care 4 – 6 p.m.) | |
| Campers aged 11-13 | | |
| ○ Endeavor | | Location: Activity Center (Bohrer Park) |



ASCENDING LEADERS INSTITUTE (ALI) TRAINING PROGRAM

New Summer Volunteer Opportunity

The Ascending Leaders Institute is a three day leadership program that provides teen participants with a unique combination of formal classroom leadership training and hands-on, practical job experience in the summer camp setting. Throughout the first week, participants will engage in exciting team-building activities, interactive workshops and field trips in a fun, social and educational environment. Instruction will focus on the fundamental areas of leadership as they relate to the fields of camps and aquatics, including communication, injury and accident prevention, conflict resolution, water safety preparedness, planning activities and teamwork. During the second week, ALIs may be placed as Counselors-in-Training at the City's camp sites and given the opportunity to practice their newly acquired leadership skills. ALIs will receive SSL volunteer hours for time spent assisting with the supervision of campers.

PROMGRAM INFORMATION

DATES: Session #1 Wednesday, June 21 – Friday, June 23

Session #2 Wednesday, July 5 – Friday, July 7

LOCATION: Robertson Park Youth Center

HOURS: 9am-4pm

PROGRAM FEES: Resident \$90; Nonresident \$105

Week One Highlights

- ❖ Innovative classroom curriculum
- ❖ Participate in fun trips with other volunteers
- ❖ Hands-on practical job experience
- ❖ Build your resume for the future
- ❖ Gain experience in child development

Following successful completion of the ALI program, participants will be assigned to CIT positions at select camp sites located throughout the City.

QUESTIONS?

For more information, please contact the ALI Program Supervisor listed below.

Jake Hersom • 301-258-6350 x165 • jhersom@gaitersburgmd.gov

[See Next Page for Application](#)



APPLICATION FOR 2017 SUMMER VOLUNTEER PROGRAMS

Counselors-in-Training (CIT) • Inclusion Recreation Volunteers (IRV) • Ascending Leaders Institute (ALI) Program

1. Please fill out the application by typing or printing neatly in the spaces below.
2. **Applicants are responsible for completing their OWN APPLICATIONS.**
3. Please do not attach additional pages.
4. Return the completed application to the Activity Center.

APPLICANT INFORMATION

Applicant's First Name: _____ **Applicant's Last Name:** _____
 DOB ____ / ____ / ____ Age ____ Sex: M ____ F ____
 School (Fall '16) _____ Grade (Fall '16) _____
 Address _____ Apt # _____
 City/State/Zip _____ City Resident ____
 Nonresident ____
 Home Number _____ Applicant's Cell Number: _____
 Applicant's Email Address: _____
 Mom's Name _____ Dad's Name _____
 Work/Cell Number (Mom) _____ Work/Cell Number (Dad) _____

PLEASE CHECK THE POSITION YOU WOULD LIKE TO APPLY FOR BELOW (CHECK ANY THAT APPLY).

CIT _____

IRV _____

PLEASE INDICATE YOUR PREFERRED CAMP SITE LOCATIONS ON LINES PROVIDED BELOW.

1st Camp Site Choice _____ 2nd Camp Site Choice _____ 3rd Site Choice _____

PLEASE CHECK THE BOX NEXT TO THE SESSIONS YOU ARE AVAILABLE TO VOLUNTEER.

Session #1: Mon, June 26 – Fri, July 7 [] Session #2: Mon, July 10 – Fri, July 21 []

Session #3: Mon, July 24 – Fri, Aug 4 []

PLEASE DESCRIBE YOURSELF.

1. Why do you want to Volunteer for Gaithersburg Camps? _____

2. Previous Volunteer Experience: _____

***** PLEASE COMPLETE ADDITIONAL INFORMATION ON REVERSE SIDE *****

3. Certificates of Achievement and/or School/Community Honors: _____

4. Previous Paid Experience (includes babysitting, lawn work, odd jobs, etc): _____

5. Previous Camp Experience as a participant or volunteer: _____

6. Interests and Hobbies: _____

7. My experiences last summer included: _____

8. Memberships or Participation in Clubs, Organizations and/or Sports Teams: _____

The City of Gaithersburg is committed to making reasonable accommodations as required by the Americans with Disabilities Act. Requests must be made at least 3 weeks prior to the start of the program. Please indicate what accommodations are needed.

REQUIRED PARENT APPROVAL

PARENT SIGNATURE FOR VOLUNTEER APPLICATION SUBMISSION AND INTERVIEW PROCESS

Print Parent/Legal Guardian Name

Parent/Legal Guardian Signature



Please return completed applications via mail, fax or email to:

Mail: City of Gaithersburg, Department of Parks, Recreation, and Culture
 Summer Volunteer Programs • 506 S Frederick Avenue • Gaithersburg, MD 20877

Fax: 301-948-8364

Email: summercamps@gaithersburgmd.gov

Further Questions? Call 301-258-6350