LEAD Volunteer Job Training Program Application
16614 S. Clark Ave, Bellflower, CA 90706
Telephone (562) 804-1424 ext. 2331

Mission Statement:
The LEAD Program provides teens with invaluable leadership and volunteer work experience through hands on recreation training and mentoring. Due to changes to restrictions related to the L.A. County, the program is subject to change.

Purpose/Goals:
- To provide a leadership development and mentor training program for Bellflower teens interested in receiving instruction and gaining knowledge of volunteer experiences in recreation services.
- To provide training and conceptual volunteer work experience for future employment and opportunities.

Selection Process:
- Teen Leaders must fill out the Teen Leader application completely and return the application to Michelle Hardy at mnavarro@bellflower.org or in-person at Simms Park by Friday, June 2, 2023 at 5:00 p.m.
- Teen Leaders must be available to volunteer all their assigned program hours with the exception of approved time-off requests.
- All Teen Leaders must be graduating class of 2024-2027 to apply.
- Applicants will be invited to an interview starting the week of June 5, 2023 between the hours of 4:00 p.m. to 6:00 p.m. Selected applicants will be notified that week.
- The program is scheduled to begin the week of June 12, 2023.

Note: Hours of availability will be a major factor in selecting Teen Leaders

Responsibilities:
- Teen Leaders will be assigned a supervisor.
- Teen Leaders must have access to the internet.
- Teen Leaders must be flexible and willing to assist when needed.
- Teen Leaders must communicate with their parents/guardians with regard to the details of their assignments, responsibilities, and expectations.

- Teen Leaders must have parents review and sign contract and waiver.

- Teen Leaders are expected to uphold their contract. (See “Teen Leader Contract”).

**Important Dates:**

- **Friday, June 2, 2023** at 5:00 p.m. — Deadline for applications, due to Michelle Hardy at mnavarro@bellflower.org or in-person at Simms Park.

- **Week of June 5, 2023** — Interviews & Notification of selection

- **Week of June 12, 2023** — Program Begins

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**Applicant Information**

<table>
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<tr>
<th>Name:______________________________</th>
<th>Age:________</th>
<th>Date of Birth:________</th>
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<tbody>
<tr>
<td>Address:___________________________</td>
<td>City:________</td>
<td>Zip Code:________</td>
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<tr>
<td>Phone (Primary):____________________</td>
<td>Phone (Secondary):________________</td>
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<tr>
<td>Current School:____________________</td>
<td>Grade in February 2023:________________</td>
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<td>E-Mail Address:____________________</td>
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**Emergency Contact**

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<tr>
<th>Name:______________________________</th>
<th>Relationship:________________</th>
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<tr>
<td>Address:___________________________</td>
<td>City:________</td>
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<tr>
<td>Phone (Primary):____________________</td>
<td>Phone (Secondary):________________</td>
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LEAD Program

Please state below your summer availability. Simply write the hours you are available to meet on the specific day, i.e. “Thursdays 3pm-8pm”. If you are not available to meet on certain days of the week, please write “N/A” in the box.

General:

<table>
<thead>
<tr>
<th>Mondays</th>
<th>Tuesdays</th>
<th>Wednesdays</th>
<th>Thursdays</th>
<th>Fridays</th>
<th>Saturdays</th>
<th>Sundays</th>
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Specific: (Use this section for any planned vacations or needed days off)

Specific dates not available to work:

Please initial on the line next to each requirement indicating that you have read, understand, and agree to adhere to our policies.

As a (potential) 2023 Summer Teen Leader for the City of Bellflower’s Parks & Recreation Department

I, _____________________________________________________________

(print name)

___ Will be punctual for all meetings. (If you are unable to attend any meeting days for the program, you may forfeit your position as a Teen Leader and may not be eligible to collect any community service hours.)

___ Will maintain a positive attitude and remain flexible to change.

___ Will show respect towards my Supervisors, Recreation Leaders and peers with whom I interact with.

___ Will be dependable by attending all meetings and shifts for which I am scheduled and will give 24-hour notice to the Parks & Recreation Department if a problem arises that would prevent me from performing my duties.

___ Will complete my tasks and assignments to the best of my ability.

___ Will give the Parks & Recreation Department written notice of any vacation plans or reasons for an extended absence no later than June 19th. (Should your request(s) for vacation total more than 2 weeks, you may forfeit your position as a Teen Leader, and if forfeited, you will not be eligible to collect the community service hours.)

___ Will not allow personal problems or conflicts to interfere with my performance. *

___ Will be time-efficient and seek ways to assist others when finished with my own assignments.

___ Will be flexible and maintain a positive attitude when changes are necessary.
___WILL HAVE A GREAT EXPERIENCE THIS SUMMER!

**Failure to comply with this contract will result in the following consequences:**

1st violation: Warning and review of contract

2nd violation: Phone call to parent/guardian

3rd violation: Reduction of hours and virtual meeting between Leaders, Teen Leader and parent/guardian

4th violation: Teen Leader will be removed from LEAD Program

* All violations will be noted on the Teen Leader’s evaluation(s) in the middle of **summer** and at the end of the **summer**.

* The Parks & Recreation Department reserves the right to handle extreme violations at its own discretion.

* In situations where the Teen Leader’s actions jeopardize the safety of anyone involved in our programs, the P&R Department will immediately dismiss the Teen Leader.

I have read and initialed each item in this contract and agree to adhere to this policy.

Teen Leader’s Signature____________________________________________Date:_______

Parent/Guardian’s Signature__________________________________________Date:_______
Why would you like to become a Teen Leader for the City of Bellflower?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Why do you feel you are qualified to be a Teen Leader for the City of Bellflower?
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Please list your community/school involvement.
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

I hereby certify that all statements in this application are true and complete and that any misstatement may be justification for rejection of my application.

Signature __________________________ Date: __________

As the legal guardian of the participant in the Bellflower LEAD Program, I hereby agree to indemnify and hold harmless the City of Bellflower and its officers, agents, or any third parties injured by the participant or any injury in any way arising out of the participant’s activities in the program.

Signature of Legal Guardian __________________________ Date: __________
TEACHER RECOMMENDATION

Teen Leaders will play an integral role in the success of the City of Bellflower’s summer programs and facilities while being a part of the LEAD Program. Teen Leaders are expected to be mature, responsible and reliable individuals capable of working well with others. In order to ensure this, we require each applicant to submit at least one teacher recommendation, which will be considered when his/her application is reviewed by City staff. This evaluation is a confidential document, which will help us determine the individual's strengths and weaknesses. Please be sure to record some of your own personal comments, as this could be a determining factor in whether or not an individual is accepted into our LEAD Program. Your time and thoughts are greatly appreciated.

Student:_____________________________________________________________________

Teacher:_________________________________________

Subject:_________________________________________

School:_________________________________________ Contact Number:____________________

Rating Scale: 1 – 5

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<tr>
<th></th>
<th>1 = Needs Improvement</th>
<th>5 = Excellent</th>
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<tr>
<td>Ability to complete tasks in a timely fashion</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Attitude towards peers</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Completes tasks with care for quality</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Responds well to direction</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Responds well to discipline</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Has a good attendance record</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Maintains a positive attitude</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Attitude towards authority</td>
<td>1 2 3 4 5</td>
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<tr>
<td>Sense of Morality</td>
<td>1 2 3 4 5</td>
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Please write a few comments about this student (use back if needed):

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________