



LEADER IN TRAINING GUIDELINES AND PROCEDURES

Goals

By volunteering at summer camp, Leaders in Training (LIT) will build leadership skills, gain planning skills, learn how to organize activities and receive an overview of how to operate a summer program. A LIT provides great support to the summer camp counselors. At the end of the program a LIT will be able to research activities, organize an age appropriate activity, lead an activity, and possess a basic understanding of safety and its importance.

Leaders in Training Candidate Criteria

A LIT must be 15 years of age before the first day of Summer Camp. A LIT can earn volunteer hours for school affiliated clubs or organizations. Applications must be received by staff at the AdventHealth Fieldhouse and Conference Center (210 Cypress Garden Blvd.) or Winter Haven Recreational and Cultural Center (801 MLK Blvd. NE) by March 24, 2023. Based on the applications received, staff will schedule interviews with qualified applicants to determine who will best fit the program. Working a previous summer as a LIT does not guarantee applicant the opportunity to be a LIT again.

Hours

A LIT must submit a schedule of availability to his or her immediate supervisor. From there, staff will assign each volunteer a schedule. A LIT may volunteer up to 40 hours a week. Hours of operation are 7:30 a.m. - 5:30 p.m., Monday through Friday. A LIT will be required to take a half hour lunch when volunteering for a shift 6hrs long or more and a 15 minute break per 4hrs worked. This is to help the LIT remain fresh and energized when volunteering for a long day.

The LIT is responsible for keeping a record of hours volunteered in weekly journal entry and ensuring that the appropriate paperwork is signed and turned in to their school counselor at the end of summer. The half hour lunch will not be counted as volunteer time. All hours will be signed off on at the end of each week in the LIT weekly journal entry by Site-Supervisor. More Information on LIT Weekly Journal Entries is listed below. If a LIT is doing this for community service please see your school counselor before you start volunteering to ensure you can receive credit for your volunteer hours.

Responsibilities

A LIT is responsible for assisting in providing a safe, well-rounded, creative recreational experience for the program participants. This includes but is not limited to leading games and activities, assisting children, cleaning assigned areas, and clerical work. At no time will an LIT be asked to supervise campers alone or to discipline campers.

The LIT will be responsible for turning in a **Journal** weekly to Site-Supervisors. The LIT will receive a composition journal during LIT orientation. The LIT is responsible for weekly journal entries that are due on Fridays by 5:00 p.m. Journal Entries will log volunteer hours, state the weekly theme and include 2 paragraphs about their week. Paragraphs should include but not limited to, activities the LIT participated in, crafts, field trip responsibilities, favorite craft/activity or least favorite craft/activity. The LIT journal is to encourage accountability in our LIT's and give them the opportunity to give feedback.

Conduct

A LIT is expected to conduct themselves in a professional manner keeping in mind that they are role models for the participants in the program.

Dress Code

The personal appearance and dress of volunteers exerts an influence on the children coming to the program and conveys to the public a general impression of the program and City of Winter Haven. A LIT must either wear a clean, unwrinkled volunteer shirt or a shirt that is allowed at school. Shorts must be neat and free of holes and have an inseam of no less than seven inches. Socks and tennis shoes must be worn at all times. Flip-flops, sandals, or other open toed shoes are strictly prohibited unless at the pool. A LIT that arrives in unacceptable attire will not be allowed to volunteer until proper attire is worn.

One-piece bathing suits are preferred but a LIT may wear two-piece suits that are sport styled. String bikinis are not acceptable. Unacceptable suits will require a LIT to cover-up with a shirt or change back into the volunteer uniform.

Dismissal

Unfortunately, at times, action is required by staff to dismiss a LIT for various reasons. A LIT may be dismissed from their position for the following reasons:

- Leaving assigned work area.
- Leaving camp site without written parental permission and supervisory approval (this includes leaving for lunch or leaving the site with a counselor or other LIT)
- Inappropriate touching
- Stealing
- Using inappropriate language
- Actions that compromise the quality of the program
- Bringing any item to camp that may be harmful to others
- Treating children, staff, parents or other Leaders in Training with disrespect
- Abusing City property

Dismissal will be recommended to the Recreation Superintendent at which time a determination will be made. If asked to leave the program, the LIT will be required to turn in all uniform shirts received from the City. The LIT will receive credit for all hours worked to that point.

Training

All LIT's are required to attend an all-day mandatory meeting, on a Saturday in May. Date and time will be disclosed during LIT Interview.

TURN THIS PAGE IN WITH LIT APPLICATION 😊

By signature below, you acknowledge you and your parent or guardian received and read a copy of the *Leader in Training Guidelines and Procedures*.

LIT

Print Name _____ Signature _____

Date _____

Parent/Guardian

Print Name _____ Signature _____

Date _____



**Leader in Training Application
Application due by March 24, 2023**

Name _____ Age _____

Address _____ Phone _____

Current grade _____ Will you be passing this grade? _____

School/Organization you are earning volunteer hours for: _____

Please list any volunteer or employment experience you have had in working with children: _____

Have you ever participated in a summer camp program? _____

If yes, name and location of camp _____

List your hobbies and interests and how you can use these skills to benefit the camp: _____

What ideas and additional activities do you feel you can bring to the table?

What is your definition of a Leader? _____

Why do you want to work in the summer program as an LIT? _____

Parent or Guardian signature _____ Date _____

Leader in Training signature _____ Date _____

Please attach a letter of recommendation from a community leader or teacher.

EMAIL ATTACHMENTS LISTED BELOW TO:

Tduncan@mywinterhaven.com

& Jcmartin@mywinterhaven.com

- Copy of your 2022-2023 Student ID
- Copy of your 2022-2023 Report Card or Interim Report
- Copy of your Parent/Guardian Driver's License

WINTER HAVEN

The Chain of Lakes City

Parks & Recreation Teen Volunteer Application (15-17)

Name: _____ Age: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone: _____ E-Mail: _____

List any other volunteer experience:

Please indicate the volunteer activity that interests you (check all that apply):

Summer Youth Camp _____ After School Program _____ Aquatics _____
Special Event _____

Days and times you are available for volunteering:

Have you been disciplined in the last two years by your school for any type of misconduct or behavior? If yes, please explain the circumstances:

A Parks & Recreation Division volunteer must be currently enrolled in an accredited middle or high school or be currently registered with their school district's Home Education Program. The City reserves the right to deny, delay or terminate volunteer status to a student based upon misconduct resulting in school discipline such as suspension. The City of Winter Haven's scheduling of volunteer hours will be compliant with the Child Labor Law.

I will provide an original letter of recommendation from a teacher or guidance counselor to submit along with this completed application. I will abide by the policies and procedures of the City of Winter Haven, the Parks & Recreation Division, the program to which assigned and facility staff. If I have any questions about any policies or procedures, I understand that I should direct them to my volunteer coordinator or to Parks & Recreation staff. I will follow their direction in the performance of my job.

Signature: _____ Date: _____

PARENTAL PERMISSION

Parent/Guardian Name: _____ Relationship: _____

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

Phone Number: _____ E-Mail: _____

Emergency Contact: _____	Relationship: _____
Address: _____	Phone: _____

I have read the information provided by my child above and certify that it is true and correct to the best of my knowledge. I agree to allow my child to participate in the City of Winter Haven Parks & Recreation Volunteer Program. My child is required to abide by the policies and procedures of the City of Winter Haven, the Parks & Recreation Division, the program to which assigned and Parks & Recreation staff.

Signature of Parent/Guardian: _____ Date: _____

APPLICANT

Read this application and your answers carefully before signing below:

I certify that all statements made by me on this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that if I make any misstatements or omissions of fact, I am subject to disqualification or dismissal and to such other penalties prescribed by law, personnel policy or regulations. I voluntarily give the Human Resources Office of the City of Winter Haven, or its duly authorized representative the right to make a thorough investigation of my past employment and activities, agree to cooperate in such investigation, and release all liability of responsibility of all persons, companies, or corporations supplying such information.

Signature of Applicant: _____ Date: _____

Approval:

Division Head: _____ Date: _____

Department Director: _____ Date: _____

Human Resources Director: _____ Date: _____