

Cohasset Recreation
2017 Summer
Junior Volunteer
Application



Due back March 1, 2017

Return to: Cohasset Recreation, 100 Sohier Street, Cohasset, MA 02025

Cohasset Recreation Department

Junior Volunteer (JV) Program

The Junior Volunteer (JV) program is offered as part of the Cohasset Summer Playground Program. The JV program is suited for youth grades 7th-9th that are transitioning between camper and counselor. The program is designed for those individuals who are interested in learning about leadership and working with children. It will offer participants the opportunity to learn the core fundamentals of recreation and to gain experience with these skills at a summer program assisting staff throughout the summer.

The JV works with the Program Director and Program Coordinators to assist in the execution of summer program such as, drop-off, pick-up and equipment set up and take down. Each JV is responsible for "clocking in/out" at the beginning and end of each shift, notifying coordinators of planned absences, reporting any injuries or incidents to counselors, and being a role model for the campers. JVs are required to wear sneakers and JV shirt. Cell phone use is strictly prohibited.

- Applicants will need to apply by March 1st.
 - Applying does not guarantee a position in the program
- Applicants will be interviewed by April 1st.
- Applicants chosen will then need to register at www.cohassetrec.com by May 1st.
- The program does have a **per week fee of \$20 for half day participants and \$36 for full day participants** which needs to be paid at registration by May 1.
 - The program fee covers the costs of Junior Volunteer Coordinator, training sessions, a preseason outing for accepted candidates, and shirt(s).
 - Criteria for the job will include a complete understanding of the roles of the position and rules that accompany them. Staff training will include skills working with children to provide a safe and fun atmosphere at the program.
 - Refunds will be issued if the candidate cannot meet the necessary criteria for the job after the training period between May 15-June 15.
- Participants of the program will be evaluated weekly (see attached sheet).
 - Candidates not rating well and are not showing improvement will be excused from the program.

JV Opportunities

The JV program registers by week. Priority is given to accepted applicants who can work the majority of the seven week program. A full five day commitment is expected for weeks registered.

Summer Preschool & High 5 Half Day Programs – 7th Grade (entering 8th in 2017)
Seven Week Program starting June 26th to August 11th – 8:30 AM to 12:15 PM or
(1:15 p.m. for High 5's) (Mon-Fri)
The Preschool Program is for children aged 3.5 to 5.5 years of age.

Summer Playground Program – 8th-9th Grade
Seven Week Program starting June 26th to August 11th – 8:30 AM to 3:15 PM (Mon-Fri)
The Playground Program is for children 5.5 to 10 years of age

EXPECTATIONS OF JV'S

- Asking questions – This is a learning environment!
- JV's must abide by all rules and policies of Cohasset Recreation.
- Arriving daily, on time and ready to participate fully.
- Providing positive role-modeling for children and each other.
- Assisting staff in providing a safe and healthy environment for participants.
- Assisting staff with keeping the property clean and free of litter.
- Assisting staff with keeping the experience fun for the participants.
- Taking proper care of Cohasset Recreation property and equipment.
- To be enthusiastic and engaged within their group.
- To always represent The Town of Cohasset in a positive manner.
- Having timely communication with staff regarding the need for absence, late arrival or early dismissal, issues or concerns.

JV RESPONSIBILITIES

- Assisting staff with the management of children and activities.
- Communicating with staff, problems or issues that arise with children.
- Actively participate in activities.
- Assist in leading games and activities, especially during downtime and rainy days.
- Assist in the set-up/clean-up and facilitation of activities and events.
- Assume additional, reasonable responsibilities as assigned by JV Leader.
- BE SAFE and HAVE FUN!

JV UNIFORM POLICIES

All JV's should dress appropriate for their specific position, duties, weather conditions and audience. All dress should be clean & neat.

ITEMS JV's SHOULD NOT HAVE/USE WHILE ON DUTY

- Cell phone; Musical device (iPod etc); Books and or Games

Junior Volunteers will be evaluated weekly, this is the evaluation

Name of Junior Volunteer: _____ Total Hours Completed: _____
 Evaluator Name: _____ Date of evaluation: _____

JUNIOR VOLUNTEER PERFORMANCE EVALUATION

- 9 – 10 **Exceptional:** Job performance and results are superior and all standards have been clearly exceeded.
 7 – 8 **Commendable:** Job performance and results are clearly above established standards and expectations.
 5 – 6 **Effective:** Employee meets, and may exceed, all of the job requirements of the specific performance factor.
 3 – 4 **Conditional:** Job performance and results are below the standard expected and a clear need for improvement is indicated.
 0 – 2 **Unsatisfactory:** Job performance fails to meet the minimum standards. The employee is unable to carry out job responsibilities and achieves minimal results.

ATTENDANCE: Mark **V** if present, **T** if tardy for shift, **L.E** Left Early. **A** if absent,

M	Tu	W	Th	F

PERFORMANCE FACTOR	RATING	COMMENTS POSITIVE / CONSTRUCTIVE	CORRECTIVE ACTION MEASURABLE GOAL
Safety – Displays actions that demonstrate safety is the number one priority.			
Awareness – Is aware of the program participants and the daily activities.			
Teamwork - Is a member of the JV "TEAM", works well with the staff members and is solution oriented with concerns or problems.			
Role Model – Is a positive role model for the children/participants and other JV's.			
Active Engagement –JV actively engages the participants & provides a fun, learning and positive experience.			
Initiative – Is willing to try new things and offer suggestions and/or ideas.			
Communication – Is able to communicate with staff members and each other appropriately.			
Cleanliness – Is active with keeping the site clean and orderly and is conscious of the presentation of the site to the public.			
Attitude – Comes to the program with a positive attitude.			
Appearance – JV consistently presents an appropriate and neat appearance with proper uniform that is in good condition.			
Informative – Demonstrates general knowledge of the program and is able to acquire assistance when necessary.			

Overall performance rating: _____ **JV signature:** _____

Coordinator signature: _____ **Date:** _____

Cohasset Recreation Junior Volunteer Application

Last Name _____ **First Name** _____

Home Address: _____ **Home Phone** _____ **Cell Phone** _____

School _____ **Grade completing (June 2016)** _____ **Email Address** _____

Program applying for: **Pre-School** **Playground**

Weeks Available: (circle all that apply)

June 26th **July 3rd** **July 10th** **July 17th** **July 24th** **July 31st** **Aug. 7th**

Activities: (List 3 activities in order of their importance to you.)

1. _____
2. _____
3. _____

Experience with children or recreation:

References: List three individuals (not related) familiar with your leadership, character & work habits.

	Name	Address	Phone
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

I certify that all statements answered, including available work dates, are true and accurate. If hired, I will commit myself to working the weeks to which I am assigned. In fairness to other applicants, should I become unavailable for the commitment, I will withdraw this application immediately.

Date _____ **Signature** _____

T-Shirt Size _____

