



Making a Difference

2010 Summer Camps

Summer Camp Volunteer Opportunities Information Package

Application Submission

If you are interested in volunteering at Camp this summer, please submit your application as soon as possible. Applications will be accepted at any time but will be reviewed on an as-needed basis only.

Please note: Volunteer Applicants may be contacted May-June for summer volunteer interviews.

Mail completed applications to:

City of Guelph—Community Services
Summer Camp Volunteer Opportunities
Attn: Camp Volunteer and Inclusion
Facilitator, WECC
c/o City Hall, 1 Carden St, Guelph
ON N1H 3A1

OR

Fax: (519)822-5569 Attn: Vicki Hartman,
Camp Volunteer and Inclusion Facilitator

Drop off in person:

West End Community Centre

Mail

Summer 2010 Camp Volunteer Opportunities



How do I become a volunteer at camp?

We have 3 exciting volunteer opportunities for youth 14 years of age or older. Please read the following volunteer position descriptions and decide which interests you most. What do you want to obtain through a volunteer opportunity? What age group or activity camp interests you? Please fill out the Volunteer Application Form and return it to West End Recreation Center, or via fax at 519- 822- 5569.

You may be contacted for an interview by the Camp Volunteer Facilitator in May - June and will be asked to take part in a Summer Camp Orientation and Training session before entering your volunteer commitment with the City of Guelph Summer Camps. This process is also in place to ensure that you feel this opportunity is a good match for you and for you to learn more about the opportunities available.

Volunteer Hours

A City of Guelph Summer Camp Volunteer commitment can be put towards the Ontario Secondary School 40-Hour Community Service Requirement. Each volunteer's hours are tracked and authorized staff will sign off on the community involvement form if requested and provided. High schools indicate that only students enrolled in high school may count these hours (the summer of grade 9 and above). A reference letter may also be made available if needed.

Volunteer Position Descriptions

Please note that the time commitment for each position varies and some volunteers may wish to volunteer for 1 day, 1 week or more weeks over the course of the summer. *Most Camps begin July 5th and run until September 3rd.*

One2One Volunteers	Location/Time
<p>We are currently looking for volunteers to work in our One2One program. This program is for camp participants that have a disability or require some extra assistance in participating in the activities that our summer program offers. One2One Volunteers assist these participants with being more active in the program and support them as a buddy.</p>	<p>Volunteers may be able to complete 40 hours in one week by being matched with a camper attending a full week of camp. Typically, the hours would be 8:30am - 4:30pm, Monday-Friday. Volunteers can work out of any of our camp locations!</p>
Swim Volunteers	Location/Time
<p>Assist with swimming adventures at day camp! Share your love of swimming with a child, while cooling off during those hot summer months. Swim volunteers provide assistance to a maximum of two children, in the shallow end at one of our City pools.</p>	<p>West End Community Centre: 10:30am-11:30am (M – TH)</p> <p>Victoria Rd Recreation Centre: 2pm-3pm (M-W & F)</p>
Event Day Volunteers	Location/Time
<p>Volunteers are needed to assist in our special event days. Be a part of our Daily Discoveries, Kiddie, Swim or Sherwood Forest Camps as they experience archery, mad science, magic, the traveling reptile show & more!</p>	<p>Volunteers are needed to help out on one or more special event days.</p> <p>Event Day volunteers have the opportunity to work out of the West End Community Centre, Victoria Road Recreation Centre or Barber Scout Camp locations.</p>

For more information regarding Summer Camp Volunteer Opportunities, please call 519-822-1260 ext. 2707 or email Vicki Hartman, Camp Volunteer and Inclusion Facilitator at Vicki.Hartman@guelph.ca



Making a Difference

SUMMER CAMP VOLUNTEER APPLICATION

Personal Information	
Date:	Resume Attached: Yes <input type="checkbox"/> No <input type="checkbox"/>
Last Name:	First Name:
Address:	Apt/Unit:
City/Town:	Postal Code:
Telephone No.	Email Address:
Best time(s) to reach you:	
Please check your appropriate age category. <i>Please note: Guardian consent is required for those under the age of 18 to be considered for a volunteer position. Please have your parent/guardian fill out the consent section on page are under 18 years of age.</i>	<input type="checkbox"/> 14 to 19 years <input type="checkbox"/> 20 to 30 years <input type="checkbox"/> 31 to 45 years <input type="checkbox"/> 46 – 55 years <input type="checkbox"/> 56 + years

General Information		
Why do you want to be a volunteer?		
Do you have a valid First Aid Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/>		
If Yes, please indicate what type:		
Please list your previous work or volunteer experience(s):		
Organization Name	Your Position	Period of Service
Please list your previous work or volunteer experience(s) with people who have disabilities.		
Organization Name	Your Position	Period of Service

<p>Please check which group you would be most interested in working with.</p>	<input type="checkbox"/> Aquatics <input type="checkbox"/> Fitness <input type="checkbox"/> March Break Camp <input type="checkbox"/> Summer Day Camps <input type="checkbox"/> One2One Program <input type="checkbox"/> General Interest Recreation Programs																																												
<p>Please check which age(s) you would prefer to volunteer with</p>	<input type="checkbox"/> Children 3 to 5 years <input type="checkbox"/> Children 6 to 12 years <input type="checkbox"/> Teens and Young Adults 13 – 21 years <input type="checkbox"/> Seniors (over 55) <input type="checkbox"/> Adults (over 21)																																												
<p>Please list your previous experience with people who have special needs:</p>																																													
<p>Do you have any special skills and/or certificates that could be of benefit to the One2One program (i.e. knowledge of sign language, early childhood education, Bronze Medallion etc)?</p>																																													
<p>Special Interests and Hobbies:</p>																																													
<p>Please check the times when you are available to volunteer.</p>	<table border="0"> <tr> <td>Monday</td> <td><input type="checkbox"/> AM</td> <td><input type="checkbox"/> PM</td> <td><input type="checkbox"/> All day</td> </tr> <tr> <td>Tuesday</td> <td><input type="checkbox"/> AM</td> <td><input type="checkbox"/> PM</td> <td><input type="checkbox"/> All day</td> </tr> <tr> <td>Wednesday</td> <td><input type="checkbox"/> AM</td> <td><input type="checkbox"/> PM</td> <td><input type="checkbox"/> All day</td> </tr> <tr> <td>Thursday</td> <td><input type="checkbox"/> AM</td> <td><input type="checkbox"/> PM</td> <td><input type="checkbox"/> All day</td> </tr> <tr> <td>Friday</td> <td><input type="checkbox"/> AM</td> <td><input type="checkbox"/> PM</td> <td><input type="checkbox"/> All day</td> </tr> <tr> <td>Saturday</td> <td><input type="checkbox"/> AM</td> <td><input type="checkbox"/> PM</td> <td><input type="checkbox"/> All day</td> </tr> <tr> <td>Sunday</td> <td><input type="checkbox"/> AM</td> <td><input type="checkbox"/> PM</td> <td><input type="checkbox"/> All day</td> </tr> <tr> <td colspan="4"> </td> </tr> <tr> <td colspan="4"><i>Time of Year</i></td> </tr> <tr> <td><input type="checkbox"/> Spring</td> <td><input type="checkbox"/> Summer</td> <td colspan="2"><input type="checkbox"/> Fall</td> </tr> <tr> <td><input type="checkbox"/> Winter</td> <td colspan="3"><input type="checkbox"/> Other:</td> </tr> </table>	Monday	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> All day	Tuesday	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> All day	Wednesday	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> All day	Thursday	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> All day	Friday	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> All day	Saturday	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> All day	Sunday	<input type="checkbox"/> AM	<input type="checkbox"/> PM	<input type="checkbox"/> All day	 				<i>Time of Year</i>				<input type="checkbox"/> Spring	<input type="checkbox"/> Summer	<input type="checkbox"/> Fall		<input type="checkbox"/> Winter	<input type="checkbox"/> Other:		
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References			
I, _____, understand that my references will be contacted by the City of Guelph Community Services Group. All statements made by myself on this form are correct and sincere.			
Please give the names of 2 persons who can supply information regarding your job/volunteer performance. Your references must be able to speak to your suitability as a potential volunteer.			
Name	Occupation	Relation to Applicant (e.g. Supervisor, Teacher, etc.)	Telephone

<p>I understand that a volunteer position is conditional upon:</p> <ol style="list-style-type: none"> 1. Verification of reference checks; 2. Adherence to the policies, guidelines and regulations; 3. Meeting the specifications of the volunteer position according to the Volunteer position descriptions
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Signature of Applicant: _____	Date: _____
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GUARDIAN CONSENT FOR VOLUNTEER PARTICIPATION

In order for youth (under the age of 18) to be considered as a volunteer with the City of Guelph Recreation Department we require guardian consent. Volunteers' experiences *may* include: Assisting participants with swimming, Assisting in supervision of participants on trip (within the City of Guelph), Providing One2One support to special needs program participants, Supporting a child through assisting program leaders in a recreation program.

My child wishes to be considered for volunteer work with the City of Guelph Recreation Department. I hereby give my permission for his/her involvement.

Name of prospective youth volunteer: _____
 Guardian Name (please print): _____
 Nature of relationship to volunteer: _____
 Guardian Signature: _____

<p>Thank you for considering a volunteer opportunity with the City of Guelph Community Services. Please forward completed applications to:</p>	
<p>Mail: City of Guelph – Community Services Summer Camp Volunteer Opportunities Attn: Camp Volunteer and Inclusion Facilitator, WECC c/o City Hall, 1 Carden St., Guelph ON N1H 3A1</p>	<p style="text-align: center;"><u>OR</u></p> <p>Fax: (519) 822-5569 Attn: Vicki Hartman Camp Volunteer and Inclusion Facilitator</p> <p>Drop off in person: West End Community Centre</p>
<p>If you have any questions, please call (519) 822-1260 x 2707</p>	



Making a Difference

VOLUNTEER REFERENCE CHECK	
Personal Information	
Last Name:	First Name:
Address:	Apt/Unit:
City/Town:	Postal Code:
Telephone No.	Email Address:
Reference from:	<input type="checkbox"/> Employer <input type="checkbox"/> Volunteer Employer <input type="checkbox"/> Teacher <input type="checkbox"/> Other:
How long have you known the applicant?	<input type="checkbox"/> Less than 6 months <input type="checkbox"/> 6 months to 1 year <input type="checkbox"/> Teacher <input type="checkbox"/> 3 + years
In your opinion, does the applicant have the ability to successfully meet the demands and commitment required of a volunteer position?	

VOLUNTEER REFERENCE CHECK

Please rank the following qualifications by entering the number which you feel best describes the applicant:						
5 - EXCELLENT	4 - VERY GOOD	3 - GOOD	2 - FAIR	1 - POOR		
How would you like to describe the applicant's:	5	4	3	2	1	Comments
Ability to work under pressure						
Ability to communicate clearly						
Dependability (attendance, punctuality)						
Ability to work as part of a team						

Acceptance of guidance and supervision						
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What type of supervision will the applicant best work with?	<input type="checkbox"/> Minimal <input type="checkbox"/> Considerable <input type="checkbox"/> Do not know
Based on your knowledge of this person, in which situation does the applicant work best?	<input type="checkbox"/> One on one <input type="checkbox"/> Team <input type="checkbox"/> By themselves
On the basis of the above information, the applicant is:	<input type="checkbox"/> Strongly recommended with highest assurance <input type="checkbox"/> Recommended with confidence <input type="checkbox"/> Recommended with some reservations <input type="checkbox"/> Not recommended
Additional Comments:	

Signature:	Date:
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Thank you for your response. Please forward the completed reference check form to:

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Summer Camp Volunteer Opportunities
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