

PHYSICAL ADDRESS:

1656 SUTTER ROAD
McKINLEYVILLE, CA 95519

MAILING ADDRESS:

P.O. BOX 2037
McKINLEYVILLE, CA 95519



MAIN OFFICE:

PHONE: (707) 839-3251
FAX: (707) 839-8456

PARKS & RECREATION OFFICE:

PHONE: (707) 839-9003
FAX: (707) 839-5964

March 2014

Congratulations! You've chosen to apply for the Leader-in-Training Program. Perhaps you have participated in this program or a similar program in the past; perhaps you are trying something new. Whatever the reason, McKinleyville Parks & Recreation's Kids' Camp Summer Day Camp is looking forward to a great summer with you.

Before you can participate in the program you will have to complete a few tasks. Below is a checklist of all of the items that you must complete and turn in before you will be accepted in the LIT program for the summer of 2014.

You **MUST** complete and submit the following:

- ☐ **Complete LIT Application**
- ☐ **Liability Release Form** (your parent or guardian must sign it)
- ☐ **Availability Schedule**
- ☐ **LIT Contract** (both you and your parent/guardian must sign it)
- ☐ **Off-Site Breaks Permission Slip** (if your parent/guardian wish to allow this)

All application requirements must be completed and turned in **by Friday, May 9, 2014** to the Parks and Recreation Administrative office at 1656 Sutter Rd., McKinleyville, CA 95519.

You will be required to attend an interview with the Camp Directors before you are accepted in the program. Interviews will be scheduled to take place during the week of *May 19-23, 2014*.

You will receive an invitation to the **MANDATORY Training** once you have been accepted into the program. If you are unable to attend training you will not be able to participate in the LIT program.

If you have any questions regarding the application requirements feel free to call me at 839-9003.

Sincerely,

Lesley Frisbee
Recreation Supervisor



**McKinleyville Community Services District
Parks & Recreation Department
Leader-In-Training
Application**

TO BE COMPLETED BY THE APPLICANT, NOT THE PARENT/GUARDIAN



Full Name: _____ Date: _____

Email Address: _____ Age: _____

Home Phone: _____ Cell Phone: _____

School: _____ Grade: _____

T-Shirt Size: (circle one) Adult Small Adult Medium Adult Large Extra Large XXL

Please circle any of the following activities or clubs that you have participated in or been a member of:

Girl/Boy Scouts

4-H

Team Sports

Individual Sports

Student Council

Drama

Choir

Dance

Day Camp

*Residential/Overnight
Camp*

Other Clubs or Organizations (please list): _____

Please describe any volunteer or community service projects you have participated in:

Please describe your experience working with children age 5-10 years old:

On a separate sheet of paper please answer the following questions. (Typed responses preferred, but neat handwritten responses will be accepted.)

1. Why do you want to be a Leader-In-Training?
2. What do you think it means to be a leader?
3. Why do you think you will be a good leader?
4. Describe an accomplishment you are proud of.

NOTE:

LIT positions are not guaranteed to all applicants. Eligibility will be determined by strength of your application and your interview.

2014

MCKINLEYVILLE COMMUNITY SERVICES DISTRICT (MCSD) Parks and Recreation

P.O. Box 2037, McKinleyville, CA 95519 839-9003

OFFICE CODE

2014

Youth Registration & Parental Consent Release and Waiver of Liability Form:

Basketball, KinderSports, Soccer, KidsClub, KidsCamp, BreakOut, Babysitting, KidsNight, Zumba, DogObedience, Dog Rally/Agility, Birthday Parties, Skating, Boxing, Dodgeball, Volleyball, Special Events, Foreign Language, Dances, Softball, PlayGroup and other activities authorized by my payment.

I, the undersigned, attest that I am the stated minor's parent/legal guardian. As such, I hereby give permission for said minor to participate in any activity sponsored by McKinleyville Community Service District (MCSD). In consideration of the acceptance of an application on behalf of said minor for participation in any programs offered by MCSD, but not limited to any activity occurring from January 1, 2014 - December 31, 2014, I fully understand said minor's participation in recreation programs may expose participant to the risk of personal injury, death, or property damage. I hereby acknowledge said minor will be voluntarily participating in specific programs authorized by my payment and, as such, agrees to assume any risks associated with said programs. I hereby release, discharge, and agree not to sue MCSD for any injury, death, or damage to, or loss of personal property arising out of or in connection with participation in any said programs from whatever cause, including the active or passive negligence of MCSD or other participants in said program. In consideration for said minor being permitted to participate in said programs, I hereby agree, for myself, my heirs, administrators, executors, and assigns that I shall indemnify and hold harmless MCSD, its' agents and employees, from any and all claims, demands, actions, or suits asserted by me or on my behalf out of or in connection with said minor's participation in said program.

Furthermore, I have the legal right and hereby give permission for my son/daughter/ward to participate and be photographed /video taped in any activity sponsored by MCSD. I have the legal right to and hereby give permission for any use of photos or videos of said participant without limitation (including public release) or consideration.

I have carefully read this release, hold harmless, and agree not to sue MCSD or any of its affiliates and understand its contents. I am aware that this is a full release of all liability and I sign it on my own free will.

Please Print Clearly

Primary Guardian (Head of Household): _____ Date of Birth: ____/____/____

First

Last

Primary Phone #: _____ Secondary Phone #: _____

Secondary Guardian (living at same address): _____ Date of Birth: ____/____/____

First

Last

Primary Phone #: _____ Secondary Phone #: _____

Mailing Address: _____

City, State Zip: _____

Email address (required for online access): _____

Guardian Signature: _____ Today's Date: _____

Minor's Name: _____ Male ☐ Female ☐

First

Last

Date of Birth: ____/____/____ Age: _____ Grade: _____ School: _____

Emergency Contact: _____ Phone (H): _____ (C) _____

Doctor's Name: _____ Phone: _____

Does child have a physical/medical or mental limitation? Allergies? ☐ Yes ☐ No If yes, explain below:

Residential Status

*based on address of individual completing form

Is your residence within the McKinleyville Community Services District service area? ☐ Yes ☐ No
If not, do you own property or a business within the service area? ☐ Yes ☐ No If yes, explain below:

Business Name

Street Address

MCKINLEYVILLE

PARKS and RECREATION

Summer 2014 LIT Program Availability Sign-Up

LIT Name _____

You must commit to volunteering for a minimum of 3 full weeks in order to be considered for this program. Partial week schedules will NOT be considered. If you cannot volunteer for the entire week, then do not circle it. Depending on the number of volunteers available, you may not be scheduled for all the weeks that you are available. After all volunteer availability is reviewed you will be issued a work schedule outlining the dates and times that you are expected to be at Kids' Camp. All Full Day volunteers will receive two 15 minute breaks and one half hour lunch. Half Day volunteers will receive one 15 minute break.

Week	Date			
Week 1	June 16-20, 2014	Half Day AM	Half Day PM	Full Day
Week 2	June 23-27, 2014	Half Day AM	Half Day PM	Full Day
Week 3*	Jun 30-Jul3, 2014 (no camp on Fri.)	Half Day AM	Half Day PM	Full Day
Week 4	July 7-11, 2014	Half Day AM	Half Day PM	Full Day
Week 5	July 14-18, 2014	Half Day AM	Half Day PM	Full Day
Week 6	July 21-25, 2014	Half Day AM	Half Day PM	Full Day
Week 7	July 28-Aug. 1, 2014	Half Day AM	Half Day PM	Full Day
Week 8	August 4-8, 2014	Half Day AM	Half Day PM	Full Day
Week 9	August 11-15, 2014	Half Day AM	Half Day PM	Full Day

Half Day AM shifts may be from 7:30am-12:30pm or 8:00am-1:00pm

Half Day PM shifts may be from 12:30pm-5:30pm or 1:00pm-6:00pm

Full Day shifts may be from 7:30am-4:00pm, 8:00am-4:30pm, 8:30am-5:00pm or 9:00am-5:30pm.

LIT Contract

I _____ would like to participate as Leader In Training (LIT) at Kids' Camp. I understand and accept all of the requirements and responsibilities that accompany the position. I agree to the following terms and understand all of these expectations.

- ★ I will follow and enforce all camp rules.
- ★ I will maintain a positive attitude.
- ★ I will use appropriate language at all times.
- ★ I will stay with my assigned Leader.
- ★ I will pay close attention to the campers at all times.
- ★ I will be camp appropriate even when children are not present.
- ★ I will wear my LIT shirt whenever I am at camp.
- ★ I understand that Kids' Camp exists for the enjoyment of the Camper, and not for me.
- ★ I am always there to HELP not to PLAY.
- ★ I realize that I am bigger and older than the campers and that I must set a good example.
- ★ I understand that my failure to adhere to any of the above listed terms can and may result in immediate termination of my position.
- ★ I understand that I am participating of my own free will, and can at anytime withdraw from my position for any reason and without notice and that such withdrawal will eliminate my eligibility for future LIT positions.
- ★ I understand that McKinleyville Parks and Recreation reserves the right to terminate my participation at anytime for any reason.
- ★ I understand that this is a WORK EXPERIENCE program. I will be dismissed from my position if my work performance does not meet expected standards.

LIT Signature

Parent or Guardian Signature

About the Interview...

As the Leader-In-Training Program is designed to be an educational mentorship program our goal is to make every step of the process a learning opportunity. As this may be your first interview experience here are a few tips:

- The interview is your opportunity to tell us what is great about you and why YOU are the ideal person for a Leader-In-Training position. This is a time for you to boast about what sets you apart from your peers. It is a time for you to 'Toot your own horn' so to speak.
- The only wrong answer to an interview question is a non-answer. If you don't have an answer to a question because you don't have experience particular to the question, admit you don't have experience, but also use that opportunity to relate the question to a skill or experience that you do have. Use your imagination. Be creative. Come up with some kind of answer, some way to tell us more about you.
- Be enthusiastic about the opportunity, and show that in your answers.
- Remember, a good interview is one in which the applicant does 70% or more of the talking. Use every question as an opportunity to sell yourself.