



SCHAUMBURG PARK DISTRICT • SUMMER 2020

JUNIOR LEADER PROGRAM APPLICATION

Purpose

The purpose of the Junior Leader Program is to help youth (ages 13-15) develop leadership skills and provide them with pre-employment experience. Junior Leaders are volunteers within Schaumburg Park District.

Application Process

The following forms must be filled out and submitted:

1. Junior Leader Application
2. Recommendation Form (Two recommendation forms must be filled out by adults who are not related to you.)
3. Junior Leader Commitment Form
4. Junior Leader Requirements and Responsibilities Acknowledgement Form
5. Junior Leader Availability Form
6. Permission to Dispense/Self-Administer Medication Packet
(This packet only needs to be completed if the Junior Leader must take medication during the program hours in which he/she is volunteering for Schaumburg Park District. If these forms are needed, please contact the Pat Shephard Center.)

All forms must be dropped off or mailed to:

Pat Shephard Center (PSC)
Schaumburg Park District
Attn: Jennifer Baynes
421 N. Springinsguth Road
Schaumburg, IL 60194
847-490-7036

Application and required forms must be turned in to the Pat Shephard Center by Friday, May 8, 2020.

Interviews

Junior Leader applicants must call the Pat Shephard Center at 847-490-7036 to set up an interview. Interviews may be set up as soon as the application has been submitted.

Acceptance into the Program

Emails will be sent to participants accepted into the program. Once accepted, Pat Shephard Center staff will register Junior Leader Program participants (Barcode 30860). There is a required fee of \$40 for residents and \$50 for non-residents. Registration must be completed at the Pat Shephard Center —***it cannot be completed online.***



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JUNIOR LEADER PROGRAM APPLICATION

Name: _____ Birthdate: _____
(Must be age 13 by Jan. 1, 2020)

Address: _____

City: _____ Zip: _____

Email: _____

Primary Phone: _____ Alternate Phone: _____

Parent/Guardian: _____
Name Primary Phone Alternate Phone

Parent/Guardian: _____
Name Primary Phone Alternate Phone

Medical Information

Do you have allergies? Yes No Please list: _____

Do you have food allergies? Yes No Please list: _____

Do you take medication? Yes No Please list: _____

If you require medication while volunteering, please complete the Permission to Dispense/Self-Administer Medication Packet. This form is available at the Pat Shephard Center. Please return the form with your completed application packet.

Family Doctor Name: _____ Phone: _____

Emergency Contacts

Name 1: _____ Phone: _____ Relationship: _____

Name 2: _____ Phone: _____ Relationship: _____



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JUNIOR LEADER PROGRAM APPLICATION

Please answer the following questions.

Why are you interested in being a Junior Leader?

Describe any work/volunteer experiences that you have had and how you would incorporate those experiences as a Junior Leader. (Include any leadership roles, group experiences or personal interests.)



SCHAUMBURG PARK DISTRICT • SUMMER 2020 JUNIOR LEADER RECOMMENDATION FORM

_____ has applied to be a Junior Leader at Schaumburg Park District. The Junior Leader Program is an experience that introduces the concepts of employment and responsibilities to teens. Junior Leaders will interact with young children, peers and adults in a work setting. Part of the application process requires that two recommendation forms be completed by non-related adults. We appreciate you taking the time to fill out this form.

Name: _____ Phone: _____

How long have you known the applicant? _____ Relationship: _____

Please rate the applicant based on each description.

	Always	Sometimes	Never
Dependable	_____	_____	_____
Shows Initiative	_____	_____	_____
Follows Instructions	_____	_____	_____
Accepts Constructive Criticism	_____	_____	_____
Role Model for Young Children	_____	_____	_____
Compatible with Peers	_____	_____	_____
Able to Work with Adults	_____	_____	_____

What qualities or personality traits does the applicant possess that would make him/her an asset to the Junior Leader Program?

Comments: _____

Signature: _____ Date: _____



SCHAUMBURG PARK DISTRICT • SUMMER 2020
JUNIOR LEADER RECOMMENDATION FORM

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Able to Work with Adults	_____	_____	_____

What qualities or personality traits does the applicant possess that would make him/her an asset to the Junior Leader Program?

Comments: _____

Signature: _____ Date: _____



SCHAUMBURG PARK DISTRICT • SUMMER 2020 JUNIOR LEADER COMMITMENT FORM

I realize that being a Junior Leader for Schaumburg Park District is an honor and a privilege, and I commit to the following:

My Time

- I will attend an interview and the mandatory Junior Leader Kick-Off Meeting.
- I will be on time and work on the days I am scheduled.

My Energy

- I will exhibit responsibility, dependability and integrity. I understand the Junior Leader Program is a leadership program.
- Part of my leadership role will include serving children. Their safety and enjoyment will be my primary focus.

My Accountability

- I understand that it is my responsibility to submit my volunteer timesheets on time and to retain a copy for my personal records.
- I understand that if my leadership comes into question I will be spoken to, and if it does not change, I may be asked to step down from my position as a Junior Leader.

Applicant Signature: _____ Date: _____

Parent/Guardian - Please Read and Sign

I have read the above commitment and stand in support of _____ to serve as a Junior Leader. I understand the time and commitment required of my teen for this program.

Please indicate how your child will be getting home after volunteering at Schaumburg Park District.

- My child will be picked up.
- I give my child permission to walk or ride his/her bike home.

Parent/Guardian Signature: _____ Date: _____



SCHAUMBURG PARK DISTRICT • SUMMER 2020 **JUNIOR LEADER REQUIREMENTS & RESPONSIBILITIES**

Junior Leader Requirements

Below is a list of requirements that must be met in order to qualify to become a Junior Leader:

- Must be age 13 by January 1, 2020.
- May not be older than 15 years old.
- Ability to function independently with minimal supervision.
- Ability to lift up to 25 pounds.
- Ability to grasp, reach, stoop, bend and kneel.
- Ability to spend 80% of the time standing and/or walking.
- Must be available consistently throughout the summer.

Junior Leader Responsibilities

It is your duty to make sure that you are familiar with your surroundings and the people with whom you will be working. Other responsibilities include:

- Assist with supervising children at all times—no child should ever be left alone.
- Obey and follow program policies and regulations (given to you by your program supervisor).
- Assist in daily cleaning duties—facilities and supplies should be kept orderly.
- Assist any program supervisor/instructor/director who needs your help.
- Respect other staff members and their opinions.
- Assist in all areas of the program including: pool times, field trips, lunch and any area that pertains to your program.
- Must wear Junior Leader Program T-shirt or program issued clothing.
- Must never leave a program or area without approval from your program supervisor.
- Complete other duties as assigned.

Code Of Conduct

In the interest of creating a safe, secure and fun learning environment for everyone, Junior Leaders are expected to adhere to the following rules and procedures:

- Follow directions from your program supervisor.
- Notify appropriate Schaumburg Park District staff in the event of absence.
- Be on time for programs.
- Use appropriate language.
- Be a role model for children in the programs.
- Follow dress code.

Junior Leaders may not supervise or discipline participants on their own. Junior Leaders may be dismissed from the program at any time if they do not display appropriate conduct/attitude or do not cooperate with staff.



SCHAUMBURG PARK DISTRICT • SUMMER 2020
**JUNIOR LEADER REQUIREMENTS &
RESPONSIBILITIES ACKNOWLEDGMENT
FORM**

By signing this acknowledgment form:

- I am able to fulfill all Junior Leader requirements.
- I agree to all Junior Leader responsibilities and code of conduct.
- I understand that I will be responsible for submitting my volunteer timesheets on time.

I have carefully read this information provided by Schaumburg Park District regarding the Junior Leader Program. I understand the information and will adhere to the policies of Schaumburg Park District.

Junior Leader Applicant Signature

Parent/Guardian Signature



SCHAUMBURG PARK DISTRICT • SUMMER 2020
JUNIOR LEADER PROGRAM
PARKFUN VOLUNTEERS REWARD POINTS

Thank you, Junior Leaders!

The parkfun Volunteer Reward Points program offers volunteers an opportunity to redeem points for rewards.

- Each hour of volunteer work is equal to one point.
- Points accumulate for one year and may be redeemed at any time up to your anniversary date. Points **do not** carry over year to year.
- Call the appropriate number to redeem your points (*allow two weeks for processing*):
Recreation Volunteers 847-490-7015
Spring Valley Volunteers..... 847-985-2100
Park Foundation Volunteers..... 847-985-2115
- Rewards are transferable to family and/or friends.

Parkfun Volunteer Reward Points

Redeem points for the following:

10 Points

- One hour paddle boat or kayak rental at Volkening Lake
- One hour snowshoe rental at Spring Valley
- \$5 Parkfun Bucks to use at The Water Works or Atcher Island Water Park concessions
- One daily use pass at any Schaumburg Park District fitness center or The Water Works
- One Schaumburg Park District water bottle

20 Points

- Four daily use passes at any Schaumburg Park District fitness center or The Water Works
- \$10 off a Schaumburg Park District program or event
- One Schaumburg Park District umbrella

30 Points

- One 45-minute massage
- Two 30-minute personal fitness training sessions
- \$15 off a Schaumburg Park District program or event
- \$25 off a basic birthday party package
- One family outdoor pool pass at Bock Pool or Meineke Pool
- Two front row seats for a Schaumburg Park District theater performance at the Community Recreation Center

40 Points

- One 60-minute massage
- Two 60-minute personal fitness training sessions
- \$25 off a Schaumburg Park District program or event
- One individual Annual Fitness Membership at any Schaumburg Park District fitness center
- Four Boomers tickets and a parking pass—when available (*reserve date in advance*)
- Two rounds of golf without cart, Monday-Friday, at Walnut Greens Golf Course

50 Points

- One individual yearly combo pass at any Schaumburg Park District fitness center and The Water Works
- \$50 off a basic birthday party package
- Four rounds of golf without cart, Monday-Friday, at Schaumburg Golf Club