



City of Newport Beach ***Teen Leader Program***

The City of Newport Beach Recreation Services Division is offering a Teen Leader Program for teen's ages 13-16. The Teen Leader Program allows teens the opportunity to work side by side with Recreation Leaders in the City's two youth summer camps, three ACTIVE Kids after school programs, and other City special events. While earning community service credits, this program also provides an opportunity for teens to be involved in the community, to develop and enhance life (work) skills, and gain valuable job experience.

Process

1. Complete a **Teen Leader Application** and return or fax it to the City of Newport Beach Recreation office; 100 Civic Center Drive, Newport Beach, CA 92660; Fax: (949) 644-3155; E-Mail: amahaffey@newportbeachca.gov
2. Qualified applicants may be interviewed and the top candidates will be selected to join the Teen Leader Program.
3. Selected teens will go through a background check and need to **register online and pay a program fee of \$200** to volunteer for the year 2020.

Summary of Responsibilities:

Assist Senior Recreation Leaders and Recreation staff at assigned sites with coordination and organization of recreational activities for youth grades K- 6. All participants will be required to attend all trainings/orientations. All Teen Leaders will be responsible for their own transportation to and from the program. **City Staff will not transport Teen Leaders except for excursions.**

Duties:

- Assist youth in cooperative games, sports, outdoor activities and arts & crafts.
- Assist in maintaining organization of site by completing tasks assigned.
- Follow instructions efficiently and effectively, requiring minimal guidance while completing assigned duties.
- Take the initiative to assist staff in daily duties.
- Attend mandatory trainings.
- Assist in the supervision of youth while on excursions.

- Maintain a positive environment for program participants. Perform other duties as assigned.

Work Environment:

May work both indoors and outdoors in varying types of weather with exposure to sun, noise and dust.

Required Knowledge, Skills and Abilities:

Requires a desire to work with youth and to interact in a positive manner with all ages and types of children. Requires a desire to develop leadership skills, problem solving abilities and decision making skills. Must possess the ability to motivate self and youth in an enthusiastic manner. Must be reliant, honest, creative and willing to follow through on all assigned tasks. Must have reliable transportation to and from programs.

Education, Experience and Qualifications

Must be between 13-16 years of age. Experience working with youth in areas such as babysitting, scouts, clubs, sports or any other volunteer work is preferred. Qualified applicants will possess a clean and professional appearance and attitude. Each Teen Leader will wear an assigned uniform to the program every day.

If you have any questions or require more information, please feel free to contact Amanda Mahaffey at (949) 644-3166.

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Recreation Supervisor

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