

**Parks
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Better!**



Leaders in Training

Volunteer Handbook

Leaders in Training Program

Eligibility:

The Leaders in Training program is for responsible students in 8th through 12th grade (Must be less than 18 years old) looking to make a positive difference in their community.

About the Program:

The Leaders in Training program is an opportunity for students to complete community service hours through a variety of events and programs. Through this program, Leaders in Training (LITs) will prepare for job interviews, learn and practice job skills, improve their communication, learn the value of being a volunteer, and make a positive difference in their community. LITs will be held to a high standard of customer service and be a positive role model at all times.

LITs will be required to complete all the necessary paperwork and meet with the Volunteer Coordinator to go through an interview before beginning the program. After the interview LITs will select a schedule that works best for their schedule. There is no minimum or maximum amount of hours required for this program. LITs will be responsible for making sure they arrive on time for their scheduled shifts and notify the Volunteer Coordinator with any schedule changes. There are a variety of programs, activities, and events throughout the year that LITs will have the opportunity to volunteer at. Please see the 'Volunteer Opportunity' section of this handbook for further details.

After participating in the Leaders in Training Program, students will be better prepared for a job and have an excellent reference and experience to add to their resume. LITs will build self-esteem and confidence as well as gain invaluable communication and leadership skills that they will carry with them for the rest of their life.

Contact Information:

Michael Rinehart, Jr. – Volunteer Coordinator

Office: (951) 679-8092

Email: mrinehart@cityofmenifee.us

Community Services Department Office

Phone: (951) 723-3880

Email: communityservices@cityofmenifee.us

Locations:

Lazy Creek Recreation Center (26480 Lazy Creek Road, Menifee)

Kay Cenicerros Senior Center (29995 Evans Road, Menifee)

Community Services Office (29995 Evans Road, Menifee)

Volunteer Responsibilities

Conduct While Volunteering

As a member of the Leader in Training Program you are representing the City of Menifee and will be expected to provide excellent customer service. Your actions and behaviors affect the public's perceptions of the entire City of Menifee.

Volunteers must follow the direction of the staff member that is in charge of their shift or assignment. When you arrive for your volunteer shift, you will receive your specific assignment(s). Volunteers are expected to complete their assignment in an efficient and timely manner. If you do not understand how to do a specific task or if you have any questions, please ask a staff member for further clarification. If you finish your assignment early, or find yourself with nothing to do, ask a staff member what you can do to help.

Volunteers must sign-in and out each time they are volunteering. If any paperwork needs to be signed, give it to the Volunteer Coordinator or another City of Menifee staff member.

There will be no inappropriate comments of any sexual, racial or derogatory nature, even jokingly, while on duty. Sexual harassment is taken very seriously. In general, and especially while working with the public, racial and derogatory terms are taken seriously and any joking can be taken out of context, please keep that in mind when speaking to patrons, other volunteers and staff.

Appearance

Look presentable, neat and clean. A City of Menifee Volunteer shirt or a City of Menifee Volunteer badge must be worn at all times while volunteering.

Cell Phone/Electronics Usage

Personal cell phones and other electronic devices are NOT to be used while volunteering. The ONLY time the usage of a personal cell phone is permitted is on your break or during an emergency situation (i.e. to call 911). If you are viewed talking or texting on your personal cell phone you will be asked to go home.

Safety

Safety is our number one priority. While volunteering make sure you are aware of your surroundings and take any precautions necessary to ensure the safety of yourself, the public, children, and anyone else around. If there is a medical or emergency situation, notify a staff member immediately. At City Events, there will be a first aid kit at the City of Menifee tent. Each city facility will have first aid kits available as well.

If you are working in the Kids Zone, make sure all participants are following the rules and using equipment appropriately. For example, if you are in charge of a jumper limit the number of children that enter at one time and ensure that kids are not rough-housing or being too aggressive and putting other children in danger of being injured. If you have any safety concerns, please direct them to the Volunteer Coordinator or a City Staff member on site.

Interaction with the Public

Be courteous and sincere. Remember to smile; say “Please” and “Thank You”. Be helpful when asked questions and always give accurate information. If you don’t know the answer, say so, and find someone who can help or refer the person to a staff member. Don’t be sarcastic, rude or get into an argument. Stay calm and listen carefully to what you are being told. Be cooperative and nice, but limit your conversation to the problem or question at hand.

Interaction with Children

Many volunteer opportunities require that Volunteers interact with children, such as the After School Adventures Program, Summer Camp, etc. Volunteers are expected to be a positive role model at all times. Treat kids with kindness at all times. Put downs and negative comments will not be tolerated and volunteers may NEVER touch, hit, pick-up, or rough-play with children. Do not discuss any teen/adult type conversations with the children (Movies, Music, tv shows, romantic relationships, gossip, etc.).

Volunteers can remind children of the rules, but they may NOT discipline children. Any behavior issues must be referred to a City of Menifee staff member. Do NOT discuss any behavior issues with children’s parents/guardians. City of Menifee staff are the only ones who can communicate with the parent’s regarding any issues or problems.

Bullying is taken very seriously at all City of Menifee events and programs. Encourage all children to interact in a kind and positive manner with one another and ensure that all children feel included. If you notice any bullying behavior, notify staff immediately.

While volunteering with children you will be working with City Staff members. Volunteers will never be left alone or be put in charge of children. Volunteers will assist City Staff with any program needs. While volunteers may be paired up with other volunteers and be asked to work together, they are not to group up and ‘hang-out’ with each other. Volunteers are expected to stay engaged with the children at all times and give their full attention while volunteering.

Schedule

Volunteers will select a schedule with the Volunteer Coordinator after their interview/orientation. Volunteers are responsible for arriving on time for their scheduled shift. Volunteers are responsible for contacting the Volunteer Coordinator in a timely matter in the event that they will not be able to attend their scheduled shift.

Volunteer Opportunities (Youth Programs and Camps)

After-School Adventures Program (ASAP)

Children from 1st to 7th grade will have many fun opportunities with homework help available, daily arts and crafts, group games, sports, special presentations, and more!

Program Days: Monday – Friday (In alignment with Menifee Union School District Calendar).
Program Times: 2:00pm to 5:00pm (12:30pm to 5:00pm on Wednesdays)
Location: Lazy Creek Recreation Center
Volunteer Tasks: Assisting ASAP Staff with any program needs including preparation, set-up, and clean-up. Act as positive role model while assisting youth with crafts, homework, sports, and group games.

Tiny Tots Program

The Tiny Tots Program is filled with hands-on activities that give children the opportunity to explore their sensory awareness through a variety of indoor/outdoor experiences. Program activities include games, art, singing, stories, and more!

Program Days: Monday – Thursday (In alignment with Menifee Union School District Calendar).
Program Times: 8:30am to 1:00pm
Location: Lazy Creek Recreation Center
Volunteer Tasks: Assisting Tiny Tots Instructors with any program needs including preparation, set-up, and clean-up. Act as positive role model while assisting children (Ages 3 to 5) with crafts, worksheets, songs, and games.

Summer Adventure Camp

Summer Campers ages 6 to 12 will enjoy eight weeks full of sports, games, crafts, special presentations, water activities, field trips and more! Each week features a new theme and is full of exciting and high energy activities.

Program Days: Monday – Friday (During Menifee Union School District Summer Break).
Program Times: 8:00am to 6:00pm
Location: Lazy Creek Recreation Center
Volunteer Tasks: Assisting Summer Camp Staff with any program needs including preparation, set-up, and clean-up. Act as positive role model while assisting youth with crafts, sports, and any other activities.

Tiny Tots Summer Camp

Children ages 3 to 5 will enjoy a variety of activities such as singing, games, art, water play and more! The Tiny Tots Summer Camp runs for eight weeks during the summer with each week featuring a new and exciting theme!

Program Days: Tuesday – Thursday (In alignment with Menifee Union School District Calendar).
Program Times: 8:30am to 1:00pm
Location: Lazy Creek Recreation Center
Volunteer Tasks: Assisting Tiny Tots Instructors with any program needs including set-up and clean-up. Act as positive role model while assisting children (Ages 3 to 5) with crafts, activities, songs, and games.

Spring Break Camp

Spring Break Campers, ages 6 to 12, will enjoy a week full of sports, games, art projects, themed activities, special presentations and more!

Program Days: Monday – Friday (Menifee Valley School District Spring Break).
Program Times: 9:00am to 5:00pm
Location: Lazy Creek Recreation Center
Volunteer Tasks: Assisting Spring Break Camp Staff with any program needs including preparation, set-up, and clean-up. Act as positive role model while assisting youth with crafts, games, sports, and activities.

Volunteer Opportunities (Senior Services)

Kay Cenicerros Senior Center

The Kay Cenicerros Senior Center offer a wide variety of classes, programs, and activities are offered to our senior residents as well as residents of all ages including T'ai Chi, Bereavement Group, Chair Volleyball, Chess, Computers 101 and more! Other programs and activities include the Free Senior Nutrition Program, a variety of exercise and dance classes, and special events throughout the year!

Program Days: Monday – Friday

Program Times: 8:00am to 5:00pm

Location: Kay Cenicerros Senior Center

Volunteer Tasks: Assisting Spring Senior Center Staff with general office tasks, set-up and tear down of rooms as well as assisting with senior activities, classes, and events as needed.

Volunteer Opportunities (City Events)

The City of Menifee hosts many events throughout the year and they would not be possible to put together without the help of our wonderful volunteers! Each event requires a large group effort with help during set-up, during the event, and clean-up/tear down after the event. Each event is unique, which will require different volunteer needs, but listed below are some of the general areas in which volunteers can get involved. See a list of City Events on the next page.

Set-Up/Décor

The Set-Up and Décor team will come in before the start of the event and get things started. Setting up all of the necessary equipment and items as well as decorating the event site to make it look festive and inviting!

Kids Zone

The Kids Zone requires many volunteers. Running the jumpers and inflatables, assisting with group games, line control, and ensuring the safety of all participants.

Craft Zone

Several events will include a Craft Zone for kids to make a themed arts and craft project. Volunteers will assist youth in making the craft and keeping the area clean.

Stage Assistant

Many events include a Main Stage that features music and community performances. Stage Assistance will help get groups organized and ready to go on stage as well as helping with music and technical needs.

Clean-Up/Tear Down

After the Conclusion of the event the Clean-Up team will assist in putting everything away and cleaning up the event location.

Vendor Check-In

Most events will include a variety of Non-Profit, craft, and food vendors. Prior to the event, volunteers will be directing them to their location and assist with their general set-up needs.

Ticket Booth

Events that include a Kids Zone will have a ticket booth. Volunteers will ensure families sign the safety waiver and help put wristbands on the participants.

Rover

Rovers will be roaming the event, helping wherever necessary and making sure the event is running smoothly. Picking up and taking out trash as needed.

Specific Event Assignment

Each event has a signature element to it that will require specific tasks, such as Costume Contest at Fall Festival, Egg Hunt at Spring Fest, Snow Zone at the Tree Lighting Ceremony, etc. Specific for these volunteer opportunities will be available closer to the event.

Specific Times and tasks will be included in the volunteer emails that are sent out for each city events. There will be a volunteer meeting prior to each major City Event to go over further details and specifics. If you have any questions regarding any of the volunteer shifts for special events, please call Lazy Creek Recreation Center.

Volunteer Opportunities (City Events)

The following is a list of Events that are ran through the City of Menifee. These events require a large community effort with many tasks and assignments available for volunteers. Please see the previous page for event volunteer needs.

<p><u>Spring Fest</u> The annual Spring Fest event is the kick-off to the Spring Season! After kids participate in the egg hunt, families will enjoy a variety of activities such as, jumpers, a petting zoo, community booths, food vendors, a craft zone, and more!</p> <p>Location: La Ladera Park Event Date: Saturday in Late March or Early April Event Time: 10:00am to 1:00pm</p>	<p><u>Menifee Better Together</u> This annual clean-up day focuses on the continuing beautification of Menifee! Residents work alongside their neighbors in this community driven event that gets larger and assists more families every year!</p> <p>Location: Various Homes and Parks in Menifee Event Date: Saturday in April Event Time: 10:00am to 1:00pm</p>
<p><u>Memorial Day Remembrance</u> Menifee is proud to honor those who have served and who are currently serving with a family ceremony that encompasses guest speakers, special presentations, and many ways to thank our Veterans.</p> <p>Location: Menifee Veterans Memorial (Wheatfield Park) Event Date: Memorial Day (Monday) Event Time: 10:00am to 1:00pm</p>	<p><u>Movies in the Park</u> Friday nights during the summer families can enjoy a Movies in the Park, hosted at various parks and schools around Menifee. Pre-Movie entertainment, such as group games, competitions, and special performances.</p> <p>Location: Various Parks and Schools in Menifee Event Date: Friday Nights during the Summer Event Time: 5:00pm to 9:30pm</p>
<p><u>Independence Celebration</u> A signature event in the City of Menifee that's over 20 years in the making. This event gets bigger each year and includes a parade, food and craft vendors, a large kid's zone, main stage entertainment and a Firework Finale!</p> <p>Location: Wheatfield Park Event Date: The Saturday before July 4th Event Time: 4:00pm to 9:00pm</p>	<p><u>Family Camp Out</u> Families will enjoy a day and night filled with family activities, a scavenger hunt, competitions, s'mores and moonlight movie. Families will spend the night in their tents and wake up to a continental breakfast.</p> <p>Location: La Ladera Park Event Date: Saturday and Sunday in July Event Time: 3pm on Saturday to 12pm on Sunday</p>
<p><u>Fall Festival</u> The annual Fall Festival includes game booths, costume contests, inflatable jumpers, live music, and community performances. Families can take a stroll around the vendor booths to collect 'trick-or-treat' candy!</p> <p>Location: Audie Murphy Ranch Sports Park Event Date: Saturday before Halloween. Event Time: 2:00am to 9:00pm</p>	<p><u>Veterans Day Celebration</u> Menifee is proud to honor those who have served and who are currently serving with a family ceremony that encompasses guest speakers, special presentations, and many ways to thank our Veterans.</p> <p>Location: Menifee Veterans Memorial (Wheatfield Park) Event Date: Friday closest to Veterans Day Event Time: 6:00pm to 8:00pm</p>
<p><u>Breakfast with Santa</u> The annual Breakfast with Santa event is a magical time for kids and families to enjoy a delicious pancake breakfast and a visit from Santa! Kids will also have fun with a variety of crafts in Santa's Workshop.</p> <p>Location: Kay Cenicerros Senior Center Event Date: First Saturday in December Event Time: 8:00am to 12:00pm</p>	<p><u>Tree Lighting Ceremony</u> The annual tree lighting event encompasses the holiday Spirit! Families will enjoy a visit from Santa, a snow zone, community performances, food and craft vendors, and the lighting of the City Oak Tree.</p> <p>Location: Menifee Town Center Event Date: Second Saturday in December Event Time: 4:00pm to 8:00pm</p>

The City of Menifee hosts many smaller events throughout the year that also require volunteers. For specific details of any City of Menifee events visit www.cityofmenifee.us or call Lazy Creek Recreation Center at (951) 679-8092.

Acknowledgement Disclosure – Volunteer Handbook

I have read and understand the Leaders in Training Volunteer Handbook and agree to the rules and regulations set forth by City of Menifee Community Services Department. I intend to keep the Leaders in Training Volunteer Handbook to reference in a time of need.

Volunteer Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____