



City of Langley VOLUNTEER APPLICATION PACKAGE

Introduction to Volunteering in the City of Langley

The Recreation, Culture & Community Services Department has a variety of volunteer opportunities for citizens interested in participating in community programs, special events and environmental programs. There are three streams of volunteer opportunities available:

- (1) **Program Assistants-** Assistant to program staff in various recreation programs including: sports, crafts, dance, art, drama, music day camps, youth drop-in, outings.
- (2) **Special Event Crew-** Assist staff in planning, organizing and running a variety of community events throughout the year.
- (3) **Point of Pride-** Adopt-A-Street, Park, Trail and keep it litter-free.

Volunteer Philosophy

To engage the citizens of Langley City in leisure pursuits on a voluntary basis that will further enhance their quality of life gaining new skills, interacting positively with the community, re-enforcing self-esteem and contributing to the community.

Volunteer Role

The use of volunteers in the Recreation, Culture and Community Services Department will enhance leisure program offerings in the City of Langley by augmenting the “staff” while developing leadership skills, and interpersonal skills, fostering mentoring relationships between City staff, volunteers and program participants. Our volunteer program will provide an avenue for citizens to become engaged with their community.

Volunteer Requirements

- ✓ 14 years of age or older
- ✓ Interested in Recreation, Parks or the Environment
- ✓ Reliable and responsible
- ✓ Must undergo a criminal Record Check and reference check(Point of Pride excluded)

Application Checklist

1. **STEP ONE**

Please complete the attached Application Form.

All applicants must complete page 3 of the application form (General Information). Depending on the Volunteer stream you have chosen (program assistant, special event crew, Point of Pride) please complete the page corresponding with your chosen stream.

2. **STEP TWO**

Turn in your paperwork. You may return the completed application form to:

Timms Community Centre
20702 Eastleigh Crescent
Langley, BC V3A 4C4
Phone: 604-514-2940 Fax: 604-530-8596
Email: volunteer@langleycity.ca

3. **STEP THREE**

Interview. You will be asked to meet with a Recreation Supervisor to discuss your volunteer application, availability, and interest in volunteering with our department. At this time, the Recreation Supervisor may contact your references. A phone interview may be arranged if it is difficult to meet in person.

4. **STEP FOUR** *(Point of Pride applicants excluded)*

Criminal Record Check. As this is a position of trust, all volunteers must have a criminal record check done prior to volunteering. Once the interview and reference checks have been completed we will ask you to take the Criminal Record Check form to the Community Police Office (20408 Douglas Crescent, Langley BC). There is no charge for this process.

5. **STEP FIVE**

Processing. Once your Criminal Record Check has been processed, we will arrange for a volunteer orientation and begin searching for a suitable placement for you depending on your availability, skill set and departmental needs.

Volunteer applications will be kept for one year, if a volunteer is not placed within that time, the applicant will be required to re-apply. Criminal Record Checks but be re-submitted every two years.

VOLUNTEER APPLICATION-General Information

Completed by all applicants.

Full Name: _____

Address: _____ Postal Code: _____

Phone: () - _____ Email: _____

18 yrs or older? Y N *Applicants younger than 18 years must have parental/guardian consent to volunteer.*

EDUCATION –highest level completed

Name of School	Highest Level Completed	Date Completed
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List your favorite activities and/or interests

1) _____ 3) _____

2) _____ 4) _____

Have you volunteered with the City of Langley previously? YES NO

If yes describe volunteer duties:

Have you volunteered with other organizations previously? YES NO

If yes describe volunteer duties:

Do you speak any languages other than English? (Please list)

References: Please list personal and/or professional references that we may contact if needed:

First Name	Last Name	Contact Phone Number	Email	Relationship to Applicant
1.				
2.				

PROGRAM ASSISTANTS- complete only if you are interested in this volunteer position

The City of Langley Recreation Culture & Community Services Department offers a variety of recreation programs for all ages, abilities and interests. Program Assistants are required to work with Recreation Staff members in many programs in order to enhance the experience for the participants.

Requirements:

- Assist in setting up the activities for the program
- Provide supervision and general instruction.
- Enjoy working with children
- Display positive role-modeling
- Available for the duration of the program (usually 1 hour per week for 6-8 weeks)

Dates available for volunteering: Start _____ End _____

Times available (yes or no answer please)

Weekends _____ Weekdays(am) _____ Evenings(pm) _____

Please indicate (✓) the areas which you are most interested in volunteering with us: (Check all that apply)

- | | | |
|-----------------------|-----------------------|--------------|
| ___ Sports | ___ Social Activities | ___ Daycamps |
| ___ Drawing/ Painting | ___ Crafts | ___ Music |
| ___ Dance/Gymnastics | ___ Skating | ___ Cooking |

Other (please list your interests): _____

What age group would you prefer to volunteer with? (Please check)

- | | | |
|---------------------|----------------------|------------------------|
| ___ Preschool (2-4) | ___ Preteens (10-12) | ___ Adults (19+) |
| ___ Children (5-9) | ___ Youth (13-18) | ___ Older Adults (55+) |

Additional information: (Please list any clubs, organizations, previous volunteer positions, certificates, etc)

First Aid Certification (specify): _____	Foodsafe: Y <input type="checkbox"/> N <input type="checkbox"/>
Coaching Certifications (NCCP or other) _____	
Other Certifications (please list): _____ _____	

Name of Applicant

Name of Guardian (for applicants under 18yrs)

Signature of Applicant

Signature of Guardian (for those under 18yrs)

SPECIAL EVENT CREW- complete only if you are interested in this volunteer position

The City of Langley Recreation, Culture & Community Services Department hosts a variety of special events throughout the year that are largely dependent on volunteer support. Volunteers are required for a number of duties which may include: set-up, event registration, manning information booths, activity coordinators, route directors, concessions, clean-up crew and more. Special Event Crew members can volunteer for as many events throughout the year as they are available for. The time commitment is entirely based on the volunteer's availability and interest.

Requirements:

- Attend pre-event orientation
- Good verbal communication skills
- Positive, out-going attitude
- Ability to work as part of a team

Times available (yes or no answer please)

Weekends _____ Weekdays(am) _____ Weekday(pm) _____

Please indicate (✓) the areas which you are most interested in volunteering with us: (Check all that apply)

- Luncheons/ Socials Walks/ Runs Craft/ Activity Tables
- Sports Related Community Events/Fairs Parades
- Concerts/ Dances Other? Please list:

There are many special event opportunities throughout the year, special event crew members will receive quarterly bulletins outlining volunteer opportunities available throughout the year.

Experience and Education: please list certificates, training, special skills and/or experience that may relate to this volunteer position.

Certificates: First-Aid _____ Foodsafe _____ Traffic Controller _____
Other: _____

Please List Special Events you have volunteered for in the past

Event: _____ Date: _____ Duties: _____
Event: _____ Date: _____ Duties: _____
Event: _____ Date: _____ Duties: _____

Name of Applicant

Name of Guardian (for applicants under 18yrs)

Signature of Applicant

Signature of Guardian (for those under 18yrs)

Point of Pride Program- complete only if you are interested in this volunteer position

The Point of Pride program is an opportunity for local businesses, groups, families or individuals to be involved with the beautification of our city. The "adoption" program encourages and challenges residents, families, youth groups and associations to pick a park, trail, or street and keep it maintained through:

- Litter pick-up
- Identifying and Reporting Graffiti
- Identify safety hazards, damaged equipment

Requirements:

- Good verbal communication skills
- Positive, out-going attitude
- Available for at least 2 hours/month to maintain adopted area

Please indicate (✓) the areas which you are most interested in adopting with us: (Check all that apply)

Adopt-A-Park ()

Adopt-A-Trail ()

Adopt-A- Street ()

Please list your preferred area(s), placement will be dependent on safety and availability:

Location (1): _____

Location (2): _____

Location (3): _____

You may participate in the Point of Pride Program with as a group (community groups, sports clubs etc.) or as an individual/family. Please complete the contact information according to which category you fall under.

(1) GROUPS/CLUBS- *(team leader to fill out page 1 of application form)*

Name of Group: _____

Approximate Number of Volunteers in Group: _____

(2) INDIVIDUALS/FAMILIES *(main contact to complete page 1 of application form)*

Family Name (to appear on signage) _____

Name of Applicant

Signature of Applicant