



## **Leader-In-Training Information**

### **Program Overview**

The Leader-In-Training (LIT) Program offers teens a structured summer volunteer experience working with children. It focuses on developing leadership, responsibility, communication skills, and basic childcare abilities. While participation builds these skills, it does not guarantee future employment with the Department. The program promotes practical learning and personal growth in a supportive environment.

### **Eligibility Requirements**

To be eligible for the LIT Program, applicants must:

- Be 13 years of age by June 29<sup>th</sup> of the current program year
- Demonstrate maturity, responsibility, and a willingness to learn
- Complete all required paperwork
- Successfully participate in an interview process

**Please note that the LIT position is unpaid opportunity.**

Community service hours may be approved, but arrangements must be made in advance with the department and the organization.

### **Application & Interview Process**

The applicant — not a parent or guardian — must contact the Director of Recreation, Culture & Community Events or the Program Manager to express interest and schedule an interview.

**During the interview, applicants will:**

- Discuss their interest in working with children
- Explain why they believe they are suitable for the role
- Review expectations, responsibilities, and program policies with staff
- Potentially provide references upon request

If both the applicant and staff agree the position is a good fit, they will discuss availability and complete the required paperwork before participating.

### **Required Paperwork**

The following documents must be completed and submitted when requested:

- CORI Authorization Form
- Receipt of Leader-In-Training Information
- Summer Volunteer Information Form

**Please note:** Participation may not begin the program until all paperwork is approved.

## **Commitment & Scheduling**

- LITs may volunteer at mutually agreed-upon times.
- There is no minimum weekly hour requirement; however, consistency is strongly encouraged.
- LITs must communicate availability directly with the Site Program Director or Assistant Director.
- Parents/guardians should not manage scheduling or routine communication except in rare or necessary circumstances.

LITs are not included in the required staff-to-participant supervision ratios and are considered supplemental support personnel.

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## **Professional Conduct & Behavioral Standards**

LITs must adhere to all program rules applicable to both participants and staff.

### **Expectations include:**

- Demonstrating professionalism at all times
- Following directions from supervisory staff
- Exercising sound judgment
- Communicating respectfully and clearly
- Maintaining appropriate boundaries with children

### **For safety and liability reasons:**

- LITs may never be alone with a child or group of children.
- LITs must always work under the supervision of certified staff members.
- LITs must immediately report any safety concerns to staff.

Staff members undergo formal training and obtain certifications, including CPR, First Aid, and AED. Leader In Training (LIT) staff should always defer to fully qualified staff in any emergency or safety-related situations.

**LITs (Leaders In Training)** who need continuous supervision do not follow instructions or engage in unsafe or inappropriate behavior may be dismissed from the program at any time. The Department reserves the right to terminate participation immediately if it is necessary to ensure the safety and integrity of the program.

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## **Role & Responsibilities**

LITs serve as helpers, planners, and learners.

### **Key duties include**

- Assisting with activity setup and breakdown
- Providing supervision under staff guidance
- Supporting the execution of games, and structured activities

Participants are encouraged to work with staff to develop age-appropriate activities, organize materials, and learn through hands-on experience. Activities may include assisting with games, preparing for events like Water Day and Color Wars, supporting art projects, refilling water stations, and shadowing team leaders. These tasks aim to build leadership, communication, and group management skills in a structured environment.

**Please note:** LITs are not responsible for independent discipline, emergency response, or unsupervised group management.

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## **Advantages of Involvement**

- Gain practical experience working with children
- Development of leadership and communication skills
- Exposure to municipal recreation programming
- Eligibility for pre-approved volunteer/community service hours
- Potential consideration for future Team Leader positions (based on performance and departmental needs)
- Opportunity to request a letter of recommendation upon successful completion

Future employment selection is competitive and based on demonstrated responsibility, initiative, leadership skills, and program requirements.

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## **Program Fees**

**Please note:** Participation fees for the Summer Program are waived for approved Leader-in-Training (LIT) participants.

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## **Acknowledgment of Intent**

Please, sign, date, and return this form via email at [recreation@town.orleans.ma.us](mailto:recreation@town.orleans.ma.us) or by mailing it to the following address:

**19 School Road, Orleans, MA 02653 (Attention: Recreation, Culture & Community Events Department)**

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(PRINT NAME)

I understand that I have read and comprehended this form. I recognize that acceptance into the Leader-In-Training program is a valued opportunity and does not ensure employment with the Orleans Recreation, Culture & Community Events Department.

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(SIGNATURE)

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(DATE)