



## Recreation Department, Culture & Community Events

### Leader-In-Training Information

#### The Process to Become a LIT:

To become a Leader-In-Training, the applicant (not their parent or guardian) should contact the Director of Recreation, Culture & Community Events, or Program Manager to schedule an interview. During this interview, applicants will be asked about their interest in becoming a Leader-In-Training and why they believe they would excel in this role. The Recreation, Culture & Community Events staff members will provide information about the position when they meet during the interview. References may be requested.

If the staff member and the applicant feel the position would be a good fit, the applicant and the staff member will then discuss scheduling, and the appropriate paperwork must be completed.

The Leader-In-Training must be 13 years old by June 29<sup>th</sup> to be eligible for the position. This is an unpaid position. In some cases, the Orleans Recreation, Culture & Community Events Department can approve community service hours, but this must be arranged in advance with both the Department and the organization assigning the community service hours.

#### Paperwork Required:

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

#### Commitment Required:

LITs may volunteer at their convenience, provided the times they select are mutually convenient for the program. There is no minimum number of hours per week, but it is advised that LITs communicate their availability with the Site Program Director/Assistant Director. LITs are not included in our required ratios of staff participants.

#### Benefits:

- Gain experience working with children (to be used on résumés, applications, etc.)
- Refine skills in childcare and activity planning
- Candidates who demonstrate advanced skills may be considered more favorably when applying for Team Leaders positions in subsequent years
- Obtain volunteer/community service hours (when pre-arranged)
- Highly skilled LITs may request recommendation letters from the Recreation Director, Recreation Program Manager, and/or the Summer Program Director

#### Becoming a Team Leader:

The LIT program is a learning experience. It does **NOT** ensure a job with the Department in the future. The LIT position is an opportunity for individuals to learn about the Orleans Recreation Summer Program, acquire skills and experience working with children, and demonstrate skills and qualities acquired.

### Rules:

LITs must abide by all program rules in place for the children and staff. Additionally, LITs should conduct themselves in a professional manner. They must follow the instructions of staff members to ensure their own safety and the safety of the children in the program, and they should exercise sound judgment.

It is incredibly important that LITs do not create **more** work for our hardworking staff. LITs that repeatedly require extra staff supervision may be terminated at any time to ensure the safety of all program participants.

For the safety of the LITs and the children, LITs should never be alone with any child or child(ren). Orleans Recreation staff undergo orientation, training, and CPR/First Aid/AED certifications, which prepare them for certain situations that a LIT may not be prepared for.

LITs are expected to be responsible and mature. It is important that they communicate directly with the staff and supervisors. While we appreciate parents who support their children, we feel that the best LITs do not require parents/ guardians to schedule their hours, communicate with supervisors, etc., unless in extreme cases.

Failure to abide by rules and exercise sound judgment can result in the immediate termination of the LIT.

### Responsibilities:

LITs are helpers, planners, and learners. Their responsibilities are to...

**HELP** staff members by providing additional supervision or physical assistance in preparing activities and/or implementing activities.

**PLAN** activities that are age and skill-appropriate for different groups of children with the assistance of staff members.

**LEARN** about supervising children, leading activities, and planning activities by shadowing staff members, assisting staff members, and working directly with the children.

For example, in past years, LITs have participated in teaching the children a new game, filling up water, setting up for Water Day, helping with games and activities, shadowing a Team Leader during an activity, working directly with one or two children in the art room (under the supervision of staff members), etc.

### Fees:

Summer Program fees are waived for LITs.

Please sign and date the bottom of this form and return it to the Orleans Recreation, Culture & Community Events Department with your LIT paperwork.

I,

(PRINT NAME HERE)

I have read and understand this form and that being accepted as a Leader-In-Training is a privilege and does not entitle me to a job at the Orleans Recreation, Culture & Community Events Department.

(SIGNATURE)

(DATE)