

Project Transformation Junior Volunteer Position Description

June 8th-July 30th

During the summer, Project Transformation Jr. Volunteers assist AmeriCorps members and site volunteers with daily camp activities. These activities include reading, physical recreation activities, arts and crafts, computers, mealtimes, and afternoon activities.

- Assist the AmeriCorps members in the coordination of all activities that make up the PT summer program.
- Assist site volunteers as needed.
- Assist with breakfast, lunch, and snack time.
- Assist AmeriCorps members and campers on field trips
- Report to the site supervisor/site pastor on a daily basis.
- Attend mandatory training for Jr. Volunteers on Saturday, May 9th, 2009 from 10:30 am – 3:30 pm.
- Occasionally attend weeknight dinners with the AmeriCorps members
- Attend the end of summer Celebration Dinner.

Prohibited Service Activities:

- Junior Volunteers are not responsible for a rotation period and should never be the primary instructor for a rotation period
- Junior Volunteers are prohibited from supervising campers without an AmeriCorps member or Key Volunteer present
- Junior Volunteers may not discipline campers and are not responsible for relaying discipline issues to parents
- Junior Volunteers may not be left alone with campers

Physical Working Environment: Describe the physical working environment and list position requirements used in the performance of duties.

- Ability to kneel, stoop, bend, sit on floor, stand for thirty minutes at a time, run, jump
- Travel to and from church camp site.
- Work inside and outside; work in direct sunlight for an extended period of time during the summer months.



Project Transformation Junior Volunteer Application 2009

Application Deadline: _____
Dates of Service: June 8th – July 30th, 2009

Personal Information:

Full Name Preferred Name DOB

School Freshman/Sophomore/Junior/Senior

Address:

Street

City/State/Zip

Phone: _____

Cell Phone: _____

Email: _____

T-Shirt Size: _____

Emergency Contact:

Full Name	Relationship	Phone
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Personal Reference:

Please list one reference. Your reference should be an employer, teacher, mentor or minister. Please fill out their information below and have them fill out the attached reference form.

Name

Relationship

Address

Phone

Church/Organization Membership:

Please provide the contact information of the church or organization in which you are involved that will serve as your second reference. The communication and collaboration between the two strengthens the program and increases the amount of mission we can accomplish.

Name of Organization

Contact Person

Address

Phone

PROJECT TRANSFORMATION 2009

Training: Project Transformation Jr. Volunteers must attend training on Saturday, May 9th, 2009

Typical Day: Project Transformation camps run Monday-Thursday from 9:00-3:00 starting June 8th through July 30th. Activities include: Reading, Arts and Crafts, Computers, Music and Theatre, Recreation and Afternoon Enrichment Activities.

***Please answer the questions on the following page. We will conduct Jr. Volunteer interviews in late April**

Project Transformation Prospective Jr. Volunteer Questions

Using **additional paper**, please respond to the following questions with a brief paragraph for each question.

1. How did you hear about Project Transformation and what is it about the Jr. Volunteer position that appeals to you the most? If you heard about the program from a previous intern or volunteer please be sure to mention their name.
2. Tell us a little about your background. Also, what is one of your weaknesses and one of your strengths?
3. Do you speak a second (or more) language?
4. What experience have you had working with children?
5. One of Project Transformation's goals is to introduce the children to new activities, arts, interests, games, etc. Do you have any unique talents, interests, and skills that you would be willing to share with the children?
6. What kind of leadership positions have you held in the past? What extracurricular activities have you been involved in?
7. What community organizations have you been involved in during the past two years?

Applicant's Name: _____

Reference Name: _____ Signature: _____

Thank you for taking the time to share your insight into the applicant's potential for service as a summer Jr. Volunteer with Project Transformation. Through this program, the Jr. Volunteers will assist a summer literacy program for children in urban churches. The Jr. Volunteers serve as role models for the children they serve. They must be able to work collaboratively with other volunteers as well as by themselves. We would appreciate your assessment of the candidate. Please complete this form and return it to the applicant in an envelope signed across the seal.

Please rate the applicant from 1 (lowest) to 5 (highest):

1. Reliability	1	2	3	4	5
2. Flexibility	1	2	3	4	5
3. Ability to take initiative	1	2	3	4	5
4. Ability to solved problems	1	2	3	4	5
5. Ability to work with others	1	2	3	4	5

Please answer the following questions (You may use the back if necessary):

1. Would you recommend this applicant to work with children and families? Why or why not?
2. What do you consider this person's greatest strengths and weaknesses?
3. Does the applicant establish and maintain strong friendships/working relationships?
4. Project Transformation sometimes requires long and intense hours. How does this person function in difficult situations?

*Again, please return this form to the applicant in an envelope signed across the seal. *

Project Transformation Jr. Volunteer Reference Form 2009

Applicant's Name: _____

Reference Name: _____

Signature: _____

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Please answer the following questions (You may use the back if necessary):

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8. Project Transformation sometimes requires long and intense hours. How does this person function in difficult situations?

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