

# CITY OF ATLANTA'S OFFICE OF RECREATION



## VOLUNTEEN PROGRAM

The City of Atlanta's VolunTEEN Program offers teens ages 14 -17 an opportunity to get involved in their community while earning volunteer service credit towards graduation. Teens will work with recreation staff in a variety of different programs such as after school, summer camp, special events and senior programs.

VolunTEENS will be selected based on their maturity, skill sets, leadership, experience and schedule availability.

To apply, please complete application and return to:

Harris Towers

Attn: Samantha Terry

233 Peachtree Street; Suite 1700

Atlanta, Ga 30303

or electronic mail at [snterry@atlantaga.gov](mailto:snterry@atlantaga.gov)

For questions please call 404-546-6788.



## Front Desk/Reception Volunteer

<b>Service Area</b>	Various City of Atlanta Natatoriums and Recreation Centers
<b>Purpose</b>	Assist with general "front office" reception and clerical assignments.
<b>Duties</b>	With direct supervision of Community Center staff, assist with general "front office" reception and clerical assignments such as telephone and general filing tasks and customer service.
<b>Qualifications</b>	Volunteers must be at least 13 years of age and have had previous experience in an office environment. Familiarity with basic telephone and filing procedures is a plus! A warm, friendly customer-service persona is essential; <b>if 18 and older, pass background check.</b>
<b>Time Commitment</b>	Three separate shifts are available: 9 a.m.-1 p.m., 1-5 p.m., 5-9 p.m., Monday through Friday, and 1-5 p.m. on Saturdays. The City of Atlanta Office of Recreation is pleased to consider volunteer reception/clerical assistance in specific blocks of time per the volunteer's availability and program needs.
<b>Supervisor</b>	Community Facility Manager per site

## After School Program Volunteer

<b>Service Area</b>	Various City of Atlanta Recreation Centers
<b>Purpose</b>	Assist Community Center staff in conducting age appropriate activities for youth and teen ages 5-12.
<b>Duties</b>	With direct supervision of Recreation Center staff, assist the Recreation leader in conducting age appropriate games and activities for school age children 5-18 years old. Arts, crafts, and holiday special events are also part of the after-school program schedule.
<b>Qualifications</b>	Volunteers must be at least 14 years of age, have an enthusiastic personality and enjoy working in an outdoor environment with young children. Previous experience in coordinating or leading activities for school age children is welcome but not necessary. Enthusiasm, a sense of fun, concern for safety and a love of children is essential; <b>if 18 and older, pass background check.</b>
<b>Time Commitment</b>	The Out of School Time Program ranges from 2:30 p.m. - 8:00 p.m., Monday through Friday, (special programs are conducted during school breaks in December and Spring Break) The City of Atlanta Office of Recreation is pleased to consider After School Program volunteers who can contribute only specific hours during the week, as well as those who are available for up to 25 hours per week.
<b>Supervisor</b>	Community Facility Manager/ROA Senior per site

## Athletics Volunteer

<b>Service Area</b>	Various City of Atlanta Recreation Centers or Athletic Fields
<b>Purpose</b>	Coach youth athletes of various ages and sports; Serve as a role model for young athletes assigned to your team promoting therefore sportsmanship, fair play, and full participation.
<b>Duties</b>	Communicate w/ team as to practice times, game times, special tournaments and events. If there are any schedule changes, must notify the parents and guardians; Monitor assistant coaches and team parents. Teach the youth the fundamentals of the sport; Encourage the involvement of the parents; Schedule and conduct parent and other necessary meetings; Submit rosters on time and to managers when requested; Provide a safe and fun environment for the children; Learn and follow all City of Atlanta rules, policies, and procedures.
<b>Qualifications</b>	Volunteers must be at least 14 years of age, have an enthusiastic personality and enjoy working in an outdoor environment with young children. Previous athletic

	experience in sport volunteering with or leading activities for school age children is welcome but not necessary; Attend any scheduled coaching clinics or meetings; Enthusiasm, a sense of fun, concern for safety and a love of children is essential; <b>if 18 and older and graduated, pass background check.</b>
<b>Time Commitment</b>	Athletic teams meet based on team practices usually occurring from 5:00 PM to 8:00 PM, Monday through Friday. Games or events are also in the evening hours on specific week days. On the weekends hours vary on Saturdays.
<b>Supervisor</b>	Community Facility Manager per site/ROA Senior

## Aquatic Volunteer

<b>Service Area</b>	Various City of Atlanta Natatoriums and Outdoor Pools
<b>Purpose</b>	Assist staff with general pool operations
<b>Duties</b>	Educate public on the importance of water safety and swim techniques offered at facility. Work the concession stand and special events. Timer during swim events. Maintain pool safety, display helpful and courteous attitude towards patrons. All other duties assigned.
<b>Qualifications</b>	Volunteers must be at least 13 years of age. Familiarity with Aquatics Field is a plus. A warm, friendly customer-service persona is absolutely essential; <b>if 18 and older and graduated, pass background check.</b>
<b>Time Commitment</b>	Separate shifts are available based on natatorium needs and operating hours.
<b>Supervisor</b>	Aquatic Facility Supervisor per site/ROA Senior

## Seniors Volunteer

<b>Service Area</b>	Various City of Atlanta Seniors Programs
<b>Purpose</b>	Assist staff with Senior Programs
<b>Duties</b>	Helping our seniors meet their personal goals and aspirations; travel on trips with senior's groups and aid with programs offered to senior population.
<b>Qualifications</b>	<b>We are looking for volunteers who are drawn to senior citizens and are interested in interacting with them; Volunteers must be attentive and respectful to elders. If 18 and older and graduated, pass background check.</b>
<b>Time Commitment</b>	Separate shifts are available based on program needs and operating hours.
<b>Supervisor</b>	Facility Supervisor per site/ROA Senior

## Therapeutics Volunteer

<b>Service Area</b>	Various City of Atlanta Therapeutic/Special Needs Programs
<b>Purpose</b>	To help supervise and ensure the well-being of youth with mental and physical disabilities that requires extra attention and support.
<b>Duties</b>	To assist with the organization and planning of sessions as required; Helping with educational games, sports, teaching life skills, and language and vocational training. Volunteers with experience in Special Education can also bring their skills and initiative to help create lesson plans and activities for the program.
<b>Qualifications</b>	A warm, friendly customer-service persona is absolutely essential; <b>Sensitivity to special needs population a MUST; if 18 and older and graduated, pass background check.</b>
<b>Time Commitment</b>	Separate shifts are available based on program needs and operating hours.
<b>Supervisor</b>	Facility Supervisor per site/ROA Senior



CITY OF ATLANTA: DPR: RECREATION VOLUNTEER PROGRAM APPLICATION

PERSONAL DATA

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Sex: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Telephone: \_\_\_\_\_

Education: High School Some College Graduate Major: \_\_\_\_\_ Area of Study: \_\_\_\_\_

Have you previously volunteered in this Department?  Yes  No

How did you hear about this volunteer opportunity? \_\_\_\_\_

AVAILABILITY

Table with columns for days of the week (SUN-SAT) and rows for Morning, Afternoon, and Evening availability.

Would you prefer: LONG Term or SHORT Term First Available Start Date: \_\_\_\_\_

GROUP PREFERENCE:

Please indicate the population with which you would like to work.

- Elementary Age, Seniors (55 and Up), Physically Challenged, Teens, Visually Impaired, Mentorship, Adults, Hearing Impaired

FOCUS AREA

Please indicate one or more areas in which you would like to work.

- After School / Tutorial, Coaching, Fitness, Aquatics, Therapeutics, Camp Best Friends, Seniors, Administrative

PREFERRED PLACEMENT REQUEST

Facility Name: \_\_\_\_\_

**CITY OF ATLANTA**  
**DEPARTMENT OF PARKS, RECREATION, AND CULTURAL AFFAIRS**  
**VOLUNTEER AGREEMENT**

In order to perform volunteer work for Department of Parks, Recreation and Cultural Affairs, each volunteer, or a parent or legal guardian of each minor volunteer, must fill out, sign, and return the following to the City of Atlanta's Department of Parks, Recreation, and Cultural Affairs, Office of Parks:

**GENERAL INFORMATION**

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Name of Volunteer (Print name)	Age (if under 18 yrs.)	Telephone number	E-mail address
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Street Address	City	State	Zip Code
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Where Volunteer is under 18 yrs, Name of Volunteer's parent/legal guardian filling out this form (printed name)	Parent's/Guardian's Relationship to Minor	Parent's/Guardian's Telephone number	Parent's/Guardian's E-mail address
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Parent's/Guardian's Street Address	City	State	Zip Code
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**IMPORTANT:** Name and Phone Number of person to contact in case of emergency.

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Name of Group you are with, if any (ex., Cub/Boy/Girl Scout Troop or Pack # \_\_\_\_, business, homeowners association, etc.)

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Name and Phone Number of group contact person (where applicable)

**WAIVER OF LIABILITY**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I \_\_\_\_\_ (*Print Name*), residing at \_\_\_\_\_ (*Add Full Address*), \_\_\_ on behalf of myself/ \_\_\_ on behalf of the minor volunteer listed above (*Check One*), hereby acknowledge that I am aware of the activities and work that \_\_\_ I am/ \_\_\_ the minor volunteer is (*Check One*) volunteering to perform, and agree to waive, release, and discharge from any and all liability, and hold harmless the City of Atlanta, its officials, employees, volunteers, agents, and representatives, from any and all liability for negligence or any other claim, judgment, loss, liability, cost and expenses, including, without limitation, attorneys' fees and costs, arising out of or connected with \_\_\_my / \_\_\_ the minor volunteer's (*Check One*) work being performed on \_\_\_\_\_ (*Print Date(s)*) in \_\_\_\_\_ Park (*Add Park Name or facility or event*). I warrant that I have read this Waiver of Liability in its entirety and fully understand its contents. I have signed this document voluntarily and of my own free will. In addition, I, \_\_\_ on behalf of myself/ \_\_\_ on behalf of the minor volunteer listed above (*Check One*), authorize and consent to my and/or my minor child's being photographed and/or videotaped, and for such photographs and/or videotapes to be used in any publicity, advertising and promotional materials and any other legitimate uses that the Department of Parks, Recreation and Cultural Affairs, in its sole discretion, deems proper, and waive any right to review or approve in the future any such use.

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Date	Volunteer's signature (or Parent if volunteer is under 18 years old)
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