



Encino Community Center

4935 Balboa Blvd. * Encino, CA 91316 * Phone: (818) 995-1690

Email: encino.communitycenter@lacity.org



Summer Camp

Volunteer Application

We are looking for responsible, outgoing, and enthusiastic CIT's ready to dedicate their summer to working with children.

Applicants who do not meet the position guidelines will not be contacted for an interview.

Completed applications are due no later than **Friday, April 5, 2024**. Applications can either be turned into the main office or by email to encino.communitycenter@lacity.org. All applicants will be selected through an interview process. Interviews will be conducted between March-April. Volunteer positions are limited and are not guaranteed. Volunteer positions do not guarantee future employment with L.A. City Dept. of Rec. & Parks. A volunteer's typical workday runs, Monday-Friday from 8:45am-4:15pm, unless assigned additional hours for extended care and/or field trip days.

Our Volunteer Program

The Volunteer program was designed to enrich the lives of youth in our community by providing a positive and motivational work environment in which they will learn, experience, and grow. Through our program volunteers will enjoy working directly with children, assist in the implementation and leading of activities, broaden and expand on their confidence and social skills, gain valuable knowledge that can be utilized in future job interests, and the opportunity to be mentored by our experienced camp directors and lead counselors. The ultimate goal of the volunteer program is to help form teens into well-rounded and responsible young adults.

Position Requirements

To be considered for the position applicants must; be 14yrs of age by the first day of camp, commit to a minimum of 6 full camp weeks, and attend all training days listed below. Candidates must have the ability to relate and supervise children ages 3-13yrs and must possess the ability to take direction and accept responsibilities. Volunteers must demonstrate a more mature level of understanding than campers.

All participants accepted into the volunteer program must show proof of vaccination and will be required to get fingerprinted and cleared by the start of camp. Any person who is not willing to get fingerprinted will not be permitted to participate in the program. Instructions on the fingerprinting process will be given upon acceptance into the program.

Please note: There is **NO** cost to participate in the program. Mandatory staff and volunteer trainings are scheduled for **Tues., June 4th & Thurs., June 6th from 5:00pm-8:30pm**. Dates and times are subject to change.

If you have any questions regarding the position for which you are applying, please do not hesitate to contact me.

Thank you,

Hannah Ben-Nun

Camp Encino Camp Director

Office Phone: (818) 995-1690 • **e-mail:** encino.communitycenter@lacity.org



Los Angeles City Department of Recreation and Parks

Camp Encino

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Volunteer Summer Camp Application

Volunteer position

Participant must be at least 14 years of age by the start of camp.

Application Date ____ / ____ / ____

All volunteers are required to be available a minimum of 6 full weeks in the summer, Monday-Friday from 8:45am-4:15pm and Wednesdays from 7:30am-6:00pm.

General Information

Are you available and would like to work the 8 weeks of summer, June 17 thru August 9? YES / NO

If you circled NO, please indicate the 6 weeks you are available by placing an X in the box to the right of the week.

Week 1	June 12 - June 14	
Week 2	June 17 - June 21	
Week 3	June 24 - June 28	

Week 4	July 1 - July 5	
Week 5	July 8 - July 12	
Week 6	July 15 - July 19	

Week 7	July 22 - July 26	
Week 8	July 29 - Aug. 2	
Week 9	Aug. 5 - Aug. 9	

Personal Information

Name:	LAST	MIDDLE	FIRST	AGE	BIRTHDATE	SEX
Address:	NUMBER		STREET	CITY	STATE	ZIP
E-mail Address:	E-MAIL ADDRESS			CELL TELEPHONE	HOME TELEPHONE	

Emergency Contact

Name:	LAST	FIRST	RELATION	CELL TELEPHONE	HOME TELEPHONE
Address:	NUMBER		STREET	CITY	STATE ZIP

Current Education

Name of School	Grade	Last Day of School	Date School Begins in Fall

Related Work Experience (with children)

May we contact them? Yes / No

Employer's Name	Phone Number	Job Duties	Employment Dates

Please give a brief description of why you are applying for this position; _____

PLEASE CONTINUE ON BACK

CIT Summer Camp Application

References (optional)

May we contact them? Yes / No

Name	Phone Number	Relation	Length of Relation

Youth Services, Clubs, Agencies, Organizations in which you belong or lead;

Activities Please check off any activities you have taken part in regularly.

PERFORMING ARTS		ARTS & CRAFTS		GAMES & SPORTS		CAMPING/OUTDOOR	
<input type="checkbox"/>	Acting	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Cooking BBQ
<input type="checkbox"/>	Creative Drama	<input type="checkbox"/>	Ceramics	<input type="checkbox"/>	Baseball	<input type="checkbox"/>	Pitching Tents
<input type="checkbox"/>	Improvisation	<input type="checkbox"/>	Drawing	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Trail Marking
<input type="checkbox"/>	Puppetry	<input type="checkbox"/>	Jewelry	<input type="checkbox"/>	Dodgeball	<input type="checkbox"/>	Song Leading
<input type="checkbox"/>	Skits	<input type="checkbox"/>	Knitting / Crochet	<input type="checkbox"/>	Cheerleading	<input type="checkbox"/>	Games
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Lanyards	<input type="checkbox"/>	Football	<input type="checkbox"/>	Map Reading
DANCE		<input type="checkbox"/>	Leather	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Ballet	<input type="checkbox"/>	Model Building	<input type="checkbox"/>	Hockey	MARTIAL ARTS	
<input type="checkbox"/>	Baton	<input type="checkbox"/>	Nature Crafts	<input type="checkbox"/>	Ice Skating	<input type="checkbox"/>	Aikido
<input type="checkbox"/>	Country Dancing	<input type="checkbox"/>	Origami	<input type="checkbox"/>	Jump Rope/Hop Scotch	<input type="checkbox"/>	Judo
<input type="checkbox"/>	Hawaiian Dance	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Roller Skating	<input type="checkbox"/>	Karate
<input type="checkbox"/>	Hip Hop	<input type="checkbox"/>	Sewing	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	Kung Fu
<input type="checkbox"/>	Jazz	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Softball	<input type="checkbox"/>	Jiu Jitsu
<input type="checkbox"/>	Square Dancing	PHYSICAL FITNESS		<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Self Defense
<input type="checkbox"/>	Tap	<input type="checkbox"/>	Aerobics	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Tai Chi
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Cycling	<input type="checkbox"/>	Track-n-Field	<input type="checkbox"/>	Other _____
MUSIC		<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	Volleyball	OTHER SKILLS	
<input type="checkbox"/>	Drums	<input type="checkbox"/>	Jogging / Running	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Microsoft Excel
<input type="checkbox"/>	Guitar	<input type="checkbox"/>	Kick Boxing	ENRICHMENT		<input type="checkbox"/>	Microsoft Publisher
<input type="checkbox"/>	Piano	<input type="checkbox"/>	Stretching	<input type="checkbox"/>	Design	<input type="checkbox"/>	Microsoft Word
<input type="checkbox"/>	Rhythm Band	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Typing WPM _____
<input type="checkbox"/>	Singing / Voice	<input type="checkbox"/>	Yoga	<input type="checkbox"/>	Science	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Violin	<input type="checkbox"/>	Zumba	<input type="checkbox"/>	STEM	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____