



CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
CLASS Parks Program  
Youth Employment Internship Program

**SPORTS MANAGEMENT LEADERSHIP TRAINING**  
**CAMP COUNSELOR LEADERSHIP TRAINING**

**- PROGRAM INFORMATION -**

The City of Los Angeles Department of Recreation and Parks, in cooperation with the Juvenile Justice Coordinating Council, encourages your participation in the Youth Employment Internship Program (Y.E.I.P.).

**What is the Youth Employment Internship Program?**

The Youth Employment Internship Program is designed to provide young people with job and interpersonal skills. Curriculum will focus on developing leadership skills, employment skills, life skills enhancement, and job-specific training.

**Who is eligible to participate?**

8th–12th grade (currently enrolled) youth are eligible for this program. Participating youth will need to provide a copy of their latest report card and the report card immediately following the participation period. **You must have a social security number and a signed copy of your social security card to participate.**

**When will the Youth Employment Internship Program take place?**

There are four sessions (“tracks”) being offered throughout the year. Each applicant will request location that works best for them. Program lessons will be conducted on Saturdays from 9am-5pm throughout each 3 month session (“track”) offered.

**What will be the focus of the program?**

- Learning about teamwork
- Building job skills and a strong work ethic
- Improving leadership skills
- Learning tolerance of others
- Developing a sense of responsibility
- Participants will take the class in:
  - Sports Management Leadership Training
  - Camp Counseling Leadership Training

**How many participants will be selected?**

25 applicants will be able to participate as Sports Management Leadership Training at each site being offered.

**Will I be paid to participate in the internship program?**

Yes, you will be paid a stipend in the amount of \$200.00 for the 64+ hours of attendance, provided you fulfill all requirements of the program. **You must submit a signed copy of your social security card and a completed W-9 Form in order to receive the \$200 stipend.**

**Where will the program take place?**

Sports Management Leadership Training will take place at the site listed below.

**1. Ross Snyder Recreation Center**

1501 East 41<sup>st</sup> Street, Los Angeles, CA 90011 (213) 847-3255

Camp Counselor Leadership Training will take place at the site listed below.

**1. Denker Recreation Center**

1550 West 35<sup>th</sup> Place, Los Angeles, CA 90018 (323) 733-8367

**Will I be given any supplies or equipment?**

All interns (regardless of chosen discipline) will be given a Program uniform and supplies to be used during the session.

**How do I apply?**

Interested applicants may apply to the Program by submitting this the first two pages of this application packet. Completed applications must be submitted the first day of class. Application procedures **must** be carefully followed. Please review the required forms checklist in the back of this information packet. The deadline to apply for each session is listed on the attached schedule. Failure to provide all required information will result in automatic disqualification.

Completed application packets must be submitted to:

**Y.E.I.P. / CLASS Parks Program  
3900 Chevy Chase Drive  
Los Angeles, CA 90039  
Attn: Y.E.I.P. Registration**

**Phone: (818) 243-2490**

**Fax: (818) 243-5953**

**\* Applications may be turned into the Recreation Center of your YEIP location. \***

**For additional information**

Call (818) 243-2490 and ask for Charlotte Marten, Mireya Coronado or Jeran Bogle, speak with your local Park Director, or talk to your Probation Officer.

**PARENT/GUARDIAN ORIENTATION**

There will be an optional Parent/Guardian Orientation on the first day of the program from 9:00am-11:00am. Parents/Guardians are welcome to attend the first 2 hours of the program on July 11, 2009 to go over the program guidelines, rules, and what is expected from the interns.



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DEPARTMENT OF RECREATION AND PARKS  
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

**INTERNSHIP DESCRIPTIONS**

**Sports Manager Leadership Training (SMLT)**

In this discipline, interns will learn how to officiate and keep score, as well as general coaching techniques and drills, try-outs, drafts, schedules, field maintenance, sports analyst and commentary. Learn the rules and mechanics of officiating basketball and softball/baseball/ soccer and football. Interns will be expected to actively participate in all lessons, including officiating and sports drills. This is a very hands-on discipline and includes a good deal of physical activity. Additionally, interns will participate in weekly skills lessons in subjects such as communication, tolerance, general job skills and teamwork. If you are interested in officiating basketball and softball/baseball, and/or coaching one or more of these sports, this is the discipline for you!

**Camp Counselor Leadership Training (CCLT)**

Learn the necessary skills for becoming a great camp counselor! In this discipline, interns will learn by doing. Interns will participate in activities as campers would participate in a day camp setting. Weekly themes will be utilized to enhance creativity and teach planning of activities. Activities will include arts and crafts, cooking (outdoor and traditional), games, science and nature, sports and much more. In addition, interns will participate in weekly skills lessons in subjects such as communication, tolerance, general job skills and teamwork. This is a highly interactive discipline. If you are interested in working with children in a day camp setting, this is the discipline for you!

*Note: The majority of the scheduled training hours are devoted to the specific areas of the internship. The balance of the hours will include general job skills, team building, money management and customer service.*

**THE FIRST TWO PAGES OF THE APPLICATION MUST BE RECEIVED BY RESPECTIVE DEADLINE TO BE ELIGIBLE FOR PARTICIPATION.**

*See attached schedule of tracks.*

# CLASS PARKS

## YEIP Program Locations & Dates

SMLT at Ross Snyder Recreation Center  
 1501 East 41<sup>st</sup> Street, Los Angeles, CA 90011  
 (213) 847-3255

CCLT at Denker Recreation Center  
 1550 West 35<sup>th</sup> Place, Los Angeles, CA 90018  
 (323) 733-8367

<b>SPORTS MANAGEMENT LEADERSHIP TRAINING CAMP COUNSELOR LEADERSHIP TRAINING</b>	
<b>Saturdays 9:00am – 5:00pm</b>	
<b>ROSS SNYDER Recreation Center DENKER Recreation Center</b>	
July 11, 2009	1
July 18, 2009	2
July 25, 2009	3
Aug 1, 2009	4
Aug 8, 2009	5
Aug 15, 2009	6
Aug 22, 2009	7
Aug 29, 2009	8

**SPECIAL NOTE:**

*Participants in the Sports Management and Camp Counselor Leadership Training  
 will need to **bring a sack lunch on each meeting date!**  
 Snacks will be provided by the Program.*

# YOUTH EMPLOYMENT INTERNSHIP PROGRAM - APPLICATION -

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★ APPLICATION DEADLINE: July 2, 2009 ★

\* Please CIRCLE the preferred Program at the desired Location.

SMLT at Ross Snyder Recreation Center 1501 East 41 <sup>st</sup> Street, Los Angeles, CA 90011 (213) 847-3255	CCLT at Denker Recreation Center 1550 West 35 <sup>th</sup> Place, Los Angeles, CA 90018 (323) 733-8367

*Please print neatly*

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: Month \_\_\_\_ Day \_\_\_\_ Year \_\_\_\_ Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Home Telephone #: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Primary Language spoken in home: \_\_\_\_\_

Home Address: \_\_\_\_\_

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

Parent/Guardian Information:

Mother's Name: \_\_\_\_\_

Home Telephone #: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Work Phone #: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_

Father's Name: \_\_\_\_\_

Home Telephone #: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ Work Phone #: ( \_\_\_\_ ) \_\_\_\_ - \_\_\_\_ ext. \_\_\_\_

School Currently Attending: \_\_\_\_\_ Grade: \_\_\_\_\_

What school track are you on? *If you are track Three or Four, please circle the one that applies to you.*

Single

Track Three **A B C**

Track Four **A B C D**

Organizations you participate in: \_\_\_\_\_

List jobs you have held, supervisor name and telephone #'s \_\_\_\_\_

**For Office Use Only:**

Application Received By: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

For more information

Please contact CLASS Parks at (818) 243-2490 or email to [Charlotte.Marten@lacity.org](mailto:Charlotte.Marten@lacity.org) or [Mireya.Coronado@lacity.org](mailto:Mireya.Coronado@lacity.org) or [Jeran.Bogle@lacity.org](mailto:Jeran.Bogle@lacity.org)

## YOUTH EMPLOYMENT INTERNSHIP PROGRAM

# - APPLICATION -

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What is the condition of your general health? \_\_\_\_\_ Do you have any special conditions, problems or limitations which might interfere with your ability to perform the internship for which you are applying? If yes, please explain. *This information will not be used to disqualify any candidate. It is just information needed for accommodation.*

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Are you on formal probation?  Yes  No

If yes, list the name and telephone # of your probation officer:

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Racial / Ethnic Group: *The information below is required for statistical purposes and in no way influences internship prospects. This information will remain confidential.*

- Caucasian       African-American       Hispanic/Latino  
 American Indian       Asian or Pacific Islander       Other: \_\_\_\_\_

Do you have a relative working now for the City of Los Angeles?  Yes  No

Name	Relationship	City Department
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I hereby state that the information contained within this application is truthful and accurate, and is to be considered an integral part of any agreement I may enter into for internship.

Applicant's Signature	Date

Parent's Signature	Date

Sponsor (if applicable) (Print Name)	Signature	Agency



CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

**INTERN QUESTIONNAIRE**

Intern's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Select three words that describe you:

1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_

What does "role model" mean to you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What hobbies or extra-curricular activities do you participate in during or outside of school?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where do you see yourself in five years?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What do you like least about school and homework? How would you change it for the better?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this program benefit you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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



CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

EMERGENCY INFORMATION

Intern's Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_

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

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

Father: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Mother: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Intern's Birth-date: \_\_\_\_\_ Age: \_\_\_\_\_ School: \_\_\_\_\_ Grade: \_\_\_\_\_

Medical Plan (insurance): \_\_\_\_\_ Allergies and/or medication: \_\_\_\_\_

Can your child be given: Tylenol? \_\_\_\_\_ Pepto-bismal? \_\_\_\_\_ Benadryl? \_\_\_\_\_

Please list any medical conditions or restrictions: \_\_\_\_\_

If parents are not available, other authorized adults to call in an emergency:

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_

PARENT PERMISSION:

I hereby authorize my son/daughter \_\_\_\_\_ to travel (bus, van or walking) to any field trip/outing in association with the YOUTH EMPLOYMENT INTERNSHIP PROGRAM, including walking off park grounds to obtain lunch from local vendors. I release the City of Los Angeles and its officials, agents, and employees from any liability in connection with this authorization.

DATED: \_\_\_\_\_ PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_

AUTHORIZATION TO CONSENT TO TREATMENT OF MINOR IN CASE OF EMERGENCY, ILLNESS, OR ACCIDENT

(I)/ (We), the undersigned parent (s) of \_\_\_\_\_, a minor, do hereby authorize the DIRECTORS AND STAFF OF THE YOUTH EMPLOYMENT INTERNSHIP PROGRAM as agent (s) for the undersigned to consent to any X-Ray, examination, anesthetic, medical or surgical diagnosis or treatment and hospital care which is deemed advisable by and is to be rendered under the general or specific supervision of any physician or surgeon licensed under the provision of the Medical Practice Act, or the medical staff of a licensed hospital whether such diagnosis or treatment is rendered at the office of said physician or at said hospital.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care that may be required, and it is given to provide authority and power on the part of aforesaid agent (s) to give specific consent to any and all such diagnosis, treatment or hospital care which aforementioned physician in the exercise of his/her best judgment may deem advisable.

THIS AUTHORIZATION SHALL REMAIN IN EFFECT UNTIL REVOKED IN WRITING AND DELIVERED TO SAID AGENT(S).

DATED: \_\_\_\_\_ PARENT OR GUARDIAN SIGNATURE: \_\_\_\_\_

For Office Use Only:

Assigned Location: \_\_\_\_\_ Internship Track #: \_\_\_\_\_

Discipline: \_\_\_\_\_



CITY OF LOS ANGELES  
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YOUTH EMPLOYMENT INTERNSHIP PROGRAM

INTERN AND PARENT AGREEMENT

\_\_\_\_\_  
Intern's Name

The signing of this agreement by internship applicant and his/her parent or guardian binds them, upon selection, to the following:

1. I agree to complete the Youth Employment Internship Program to the best of my abilities;
2. I have read and understand the internship description that was provided;
3. I understand and agree that I will attend all hours of training during the sessions for which I am selected. I understand that I may miss up to 3 sessions (24 hours) of the program and may still receive credit for the program upon completion of community service hours. If I miss more than 24 hours of the program I will be terminated and will not receive credit for the program, nor the \$200 stipend check;
4. Parent/Guardian agrees to do their best to help their son/daughter meet the responsibilities of the Program;
5. The City of Los Angeles, Department of Recreation and Parks, Youth Employment Internship Program will provide a shirt which is required to be worn appropriately at all times on all training dates and will become the property of the applicant upon successful completion of the entire program;
6. I agree to notify Y.E.I.P. Administration if my address and/or telephone number changes, either while in the Program or after completion, and fill out any related paperwork;
7. I agree to provide the most current report card following my son / daughter's participation in the program;
8. There will be 2 optional field trips included with the Youth Employment Internship Program. An educational field trip will take place half way through the program. A reward field trip will take place after the last day of the program. Interns must attend and receive credit for the educational field trip in order to be considered for the reward field trip;
9. I understand that following the completion of the program the intern will receive a \$200 Stipend check. The stipend check is expected to be issued approximately 4 weeks after the program completion date, granted that all YEIP paperwork and hours are completed by the intern. The intern will be notified of when the check is available for pick-up. The stipend check must be picked-up and signed for by the intern in person;
10. I understand there will be a clear and concise set of rules for the Program and they will be explained on the first day of training. I also understand that breaking these rules may be grounds for dismissal from the program, and forfeiture of all benefits afforded through participation in the Program.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



**CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
YOUTH EMPLOYMENT INTERNSHIP PROGRAM**

**PARENTAL/GUARDIAN AGREEMENT**

Dear Parent (s)/Guardian(s):

The City of Los Angeles, Department of Recreation and Parks in collaboration with the County of Los Angeles Probation Department will be offering prevention services to children under the provisions of the Juvenile Justice Crime Prevention Act (JJCPA) program. We are engaged in programming designed to provide direct and indirect services such as involvement in positive activities for youth and families who desire additional exposure to proactive events and request for permission to extend our services to you and your child.

**PLEASE BE AWARE THAT YOUR CHILD CAN WITHDRAW FROM THIS PROGRAM AT ANY TIME. THERE ARE NO FEES FOR THIS SERVICE.**

In consideration of the youth, \_\_\_\_\_ participating in  
(YEIP intern's name)

this voluntary program, the minor and parent(s)/guardian(s) release the City of Los Angeles, the City of Los Angeles Department of Recreation and Parks, the County of Los Angeles, and the Los Angeles County Probation Department, of all liabilities that might occur as a result of participation in this program.

**Note:** Even though your child's name will remain anonymous, information regarding behavior, academic performance, and school attendance will be acquired and maintained for statistical purposes by the County of Los Angeles Probation Department and the City of Los Angeles Department of Recreation and Parks Youth Employment Internship Program for the sole purpose of studying the effectiveness of the program.

If you would like your child to be involved in our program, sign and date this letter and return it with your application.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Minor's Signature

\_\_\_\_\_  
Date

\*PARA ESPANOL, POR FAVOR LLAME A (818) 243-2490.



CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

**Parent Release Form for Media Recording by**  
**Los Angeles Recreation and Parks**  
**CLASS Parks - YEIP**

I, the undersigned, do hereby grant permission for **Los Angeles Recreation and Parks CLASS parks – YEIP** to use the image of my child,

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(Please print YEIP intern's first and last name above)

Such use includes the display, distribution, publication, transmission, or otherwise use of photographs, images and/or video taken of my child for use in materials that included, but not limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the **Los Angeles Recreation and Parks CLASS Parks – YEIP** Web site.

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Parent/Guardian Signature

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Date

\*PARA ESPANOL, POR FAVOR HABLE A (818) 243-2490

**Please make a copy of this form for your own records.**



CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
YOUTH EMPLOYMENT INTERNSHIP PROGRAM

**APPLICATION CHECKLIST**

*Please make sure to return each of the following forms as a packet:*

- Application (2 pages)
- Intern Questionnaire
- Emergency Information
- Intern and Parent Agreement
- Parent/Guardian Agreement
- Copy of your latest report card
- W-9 Form
- Copy of signed social security card

Applications are to be completed and turned in by the following date:

Camp Counselor Leadership Training  
Sports Management Leadership Training

**July 2, 2009**

***Applications will be accepted on a First-Come, First-Served Basis.***

\* The YEIP OFFICE must receive the first 2 pages of the application prior to the start date of the track! The rest of the application may be turned in on the first day of the program.

The first 2 pages may be handed-in, mailed-in, or faxed in!

**Applications can be Faxed to (818) 243-5953.**

For questions please call (818) 243-2490 and ask for Charlotte Marten, Mireya Coronado, or Jeran Bogle