



RC Teen Works

Volunteer Coalition Information Packet **Grades 7-10**

Applications will be digitally submitted through RCpark.com on the Volunteers page



General Information

The City of Rancho Cucamonga RC TeenWorks would like to thank you for your interest in the Teen Volunteer Coalition! The Coalition is designed for tweens/teens in grades 7 – 10 who would like to help the community, gain work experience and community service hours through volunteerism.

Being a member of the Volunteer Coalition is a demanding, but rewarding, job! As a coalition member, you will have the opportunity to gain on-the-job training, develop your leadership skills and make a positive impact in the community.

Prospective RC TeenWorks Volunteer Coalition Members

If you would like to become an RC TeenWorks Volunteer Coalition member, please complete the online Volgistics Volunteer Application located at www.RCpark.com under the Volunteer tab.

Application are excepted throughout the year. Feel free to attend any one of the bi-monthly meetings to get more detailed information.

*A schedule of meetings can be found on page 4 of this packet.

Application Submittal Information

After application is submitted please email RC.TeenWorks@cityofrc.us to let us know you have submitted an application.



Volunteer Expectations

Attendance:

Volunteers are depended upon to work the hours that they have committed to. Be sure to know when you are scheduled to work and/or what programs you have committed to. If you are unable to make a volunteer commitment, please contact the Lions Center West front desk at (909) 477-2795.

Customer Service:

Please be aware that as a volunteer, you are an extension of the City of Rancho Cucamonga. The City prides itself on providing top notch customer service. We ask that volunteers exemplify exceptional customer service by being friendly and helpful. If you are unsure of an answer or what to do, please ask any RC TeenWorks staff member who will be happy to assist you.

Dress:

An RC TeenWorks Volunteer t-shirt will be distributed to each Volunteer Coalition member. Please arrive wearing your RC TeenWorks Volunteer shirt to every shift or volunteer opportunity. **Note:** It is not required to wear your shirt to monthly meetings unless otherwise asked. Please be sure that your shirt is clean, wrinkle-free and that you are presentable.

Logging Hours:

We rely on volunteers to track their hours for reporting purposes. Please sign in and out before and after each volunteer shift, Volunteer Coalition meeting, etc. If you forget to sign in or out, please contact Lions Center West as soon as possible to provide them with the date(s) and time(s) that you missed.

Cell Phones:

While volunteering, please have your cell phone and/or electronic devices put away and out of sight. If you need to make or take a phone call, please inform a TeenWorks staff member who will cover your duties while you place the phone call out of the public view.

Code of Conduct:

All volunteers are always required to conduct themselves in a professional manner. Any volunteer who is not following directions, acting inappropriately, representing the City in a negative manner or demonstrating a lapse in judgement may be asked to leave for their shift and/or may be subject to dismissal for the remainder of the school year.

Staff Commitment: RC TeenWorks Staff are appreciative of all volunteers and are committed to their personal growth. Staff will work with volunteers to provide them with a wide variety of learning opportunities and give them constructive coaching when necessary. It is our hope to see RC TeenWorks volunteers gain a passion and commitment to community service and volunteerism.



2019 – 2020 Teen Volunteer Coalition Meeting Dates

We ask that all Volunteer Coalition members commit to attending our bimonthly meetings which serve as a means to steer the Volunteer Coalition and learn of volunteer opportunities available, assist with on-site community service projects and to provide additional leadership training.

All meetings will be held at 5:00 pm-6:00 pm at Lions Center West.

September 17th
November 19th

*Meetings are subject to change.



Volunteer Opportunities

*Parents' Night Out
Park Clean-ups
Senior Center Visits
Ronald McDonald House
Miscellaneous Community Service Projects
...and more!*

Thank you for expressing your interest in the RC TeenWorks volunteer program.
We hope to see you soon!