



Application for Employment – Afterschool Student Volunteer

Name: _____ Date: _____
First Name MI Last Name

Present Address: _____
Street City State Zip Code

Permanent Address: _____
Street City State Zip Code

Telephone Numbers: _____
Home Cell

Date you can start work: _____ School: _____ RRHS _____ RRECHS
Please select one

Have you ever been convicted of a felony? _____ Yes _____ No If yes, please explain:

The job description is included with this application. Did you view a copy of the job description?
_____ Yes _____ No

Can you perform the essential functions of this job with or without reasonable accommodation?
_____ Yes _____ No

Do you have access to your own transportation to the job site? _____ Yes _____ No

Do you need bus transportation to the job site: _____ Yes _____ No

Qualifications/Trainings

Please list any education or training you feel relates to the position you have applied for that will help you perform the job (ex: computers, CPR/First Aid training, etc.).

Employment History

Employer: _____ From: _____ to _____

Address: _____

Supervisor: _____ Title: _____ Phone: _____

Job Title: _____ Pay Rate: _____

Duties Performed: _____

Reason for leaving: _____

Employer: _____ From: _____ to _____

Address: _____
Street City State Zip Code

Supervisor: _____ Title: _____ Phone: _____

Job Title: _____ Pay Rate: _____

Duties Performed: _____

Reason for leaving: _____

Writing Prompt

Why are you interested in volunteering with the Place to Play program?

Thank you for your interest in the Student Volunteer opportunity with the Place to Play program. Please note that only completed applications will be considered. A completed application includes completion of this form including the signatures below, two (2) teacher recommendations,

Acknowledgement

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that providing false information can result in immediate dismissal of my application for consideration for employment as a Student Volunteer. I have read and understand this statement.

Signature of the applicant

Date

My signature below indicates my permission for my son/daughter to be considered for employment with the RRGSD Place to Play Program. I understand that completion of this application does not guarantee employment as a Student Volunteer.

Signature of the parent

Date

I certify that this student is in good standing at _____ RRHS or _____ RRECHS and I recommend this applicant for consideration as a Student Volunteer.

Signature of the principal or designee

Date



Afterschool Student Volunteer - Job Description

ESSENTIAL JOB FUNCTIONS

- Reports to the assigned group promptly.
- Monitors students during their snack and recess period.
- Maintains order, de-escalates student conflicts, and handles discipline issues as needed.
- Provides homework assistance for all students if requested during the session.
- Leads and assists students participating in indoor and outdoor games and activities (also serves as a role-model, participant, etc.)
- Uses a variety of equipment and classroom tools
- Requires the ability to explain procedures and to follow oral and written instructions.
- Must be adaptable to new situations and performing duties under stress.
- Remains with the students at all times.
- Performs other duties deemed necessary.

KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of the policies and procedures established by the district, PTP program and the school.
- General knowledge of activities associated with the PTP program.
- General knowledge of procedures to follow in the event of an emergency.
- Ability to build rapport with and to provide warm and caring support to students.
- Ability to set-up and close-down the program and to lead and engage in activities with children.
- Ability to constantly monitor the safety and well-being of students.
- Ability to maintain a clean and orderly environment.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- General knowledge of mathematical formulas (ex: adding, subtracting, multiplying, dividing)

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.