

Dear STEAM SUMMER CAMP Applicant,

Thank you for your interest in volunteering with the Vaughan Public Libraries STEAM SUMMER CAMP. In this package you will find the documents necessary to complete your application.

- STEAM SUMMER CAMP VOLUNTEER application (attached)
  - **Both sides of this form must be completed in full.**
  
- Two Reference Forms (attached)
  - Your references must complete these forms and return them to you **in signed, sealed envelopes**. Individuals who complete these forms must not be related to you.
  
- Photo permission form (attached) – **optional**

Completed applications can be submitted to any library branch however, the program will only take place at the **Ansley Grove Library**. All documents listed above must be submitted for the application to be considered.

Successful applicants will be required to attend an interview and training / orientation session.

If you have any questions about the STEAM coaches Program or the application process, please contact Christine Oosterhof or Dina Stevens.

Sincerely,

Christine Oosterhof  
Librarian II – Teen Advocate  
905-653-7323 x 4304  
[Christine.Oosterhof@vaughn.ca](mailto:Christine.Oosterhof@vaughn.ca)

Dina Stevens  
Librarian II – Program and Event Development  
905-653-7323 x 4636  
[dina.stevens@vaughan.ca](mailto:dina.stevens@vaughan.ca)

## STEAM SUMMER CAMP VOLUNTEER APPLICATION FORM

### VOLUNTEER JOB DESCRIPTION

**JOB TITLE:** STEAM SUMMER CAMP VOLUNTEERS  
**REPORTS TO:** DINA STEVENS Librarian II – Programs & Event Development

**SUMMARY**

Under the direction of the Librarian II – Programs & Event Development and the STEAM Summer Camp Facilitators, volunteers will assist with STEAM Summer Camps and help execute two or more of the following camp themes:

Spy School July 2 - 5	Incredible Science July 8 - 12	Unreal Virtual Reality July 15 - 19	Maker Madness July 22 - 26
Pokémon Training Camp July 29 – August 2	Minecraft Fan Club August 6 - 9	Rad Robots August 12 - 16	Maker Madness 2.0 August 19 - 23

\*This camp will only take place at the Ansley Grove Library in 2019

**RESPONSIBILITIES**

1. Assist the STEAM SUMMER CAMP facilitators with the execution and preparation of daily camp activities.
2. Create an encouraging and positive experience for STEAM SUMMER CAMP participants.
3. Helps establish and maintain a fun summer camp atmosphere.
4. Good attendance and punctuality is required.
5. Supports the *Mission, Vision* and *Values* of Vaughan Public Libraries.
6. Responsible following Health & Safety policies and procedures.
7. Record hours worked, and tasks accomplished if required for community service placements.
8. Other duties as assigned.

**QUALIFICATIONS**

- Completed Grade 9 and between 14 - 18 years of age.
- Ability to communicate courteously and effectively.
- Enthusiasm for working with children.
- Patient, dependable, and reliable.

**TIME COMMITMENT**

- Volunteers must commit to a minimum of three hours a day, 5 days a week (Monday – Friday) for one full week of camp. (minimum 15 hours per week)

**APPLICATION PROCESS**

- Volunteers must complete and submit a STEAM SUMMER CAMP volunteer application.
- Volunteers must submit two reference letters and successfully complete an interview.

**TRAINING**

- Volunteers must attend a two-day orientation/training session (taking place Thursday June 27 and Friday June 28) prior to participating in the program.

**BENEFITS**

- Volunteers will gain valuable work experience and develop teamwork and leadership skills.
- Volunteers will earn community service hours for their secondary school diploma.

**Please complete all sections of the form**

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

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

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Grade/Year: \_\_\_\_\_ Age: \_\_\_\_\_

Name of School currently attended (if applicable): \_\_\_\_\_

I do not give Vaughan Public Libraries permission to contact me regarding other volunteer opportunities and programs.

Days		July 2 - 5 Spy School	July 8 - 12 Incredible Science	July 15 - 19 Unreal VR	July 22 - 26 Maker Madness	Jul 29 - Aug 2 Pokémon	Aug 6 - 9 Minecraft Fan Club	Aug 12 - 16 Rad Robots	Aug 19 - 23 Maker Madness 2.0
<b>Monday</b>	9:00 am - 12:00pm								
	1:00 pm - 4:00 pm								
	3:00 pm - 6:00 pm								
<b>Tuesday</b>	9:00 am - 12:00pm								
	1:00 pm - 4:00 pm								
	3:00 pm - 6:00 pm								
<b>Wednesday</b>	9:00 am - 12:00pm								
	1:00 pm - 4:00 pm								
	3:00 pm - 6:00 pm								
<b>Thursday</b>	9:00 am - 12:00pm								
	1:00 pm - 4:00 pm								
	3:00 pm - 6:00 pm								
<b>Friday</b>	9:00 am - 12:00pm								
	1:00 pm - 4:00 pm								
	3:00 pm - 6:00 pm								

**Your completed application can be returned to any library. Please be advised that this volunteer opportunity is only available at the Ansley Grove Library at 350 Ansley Grove Road Woodbridge, Ontario L4L 5C9**

*Personal information on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act, 1999, MFIPPA/Regulation 29. Personal information collected on these forms is used to contact program participants. After the program the forms are destroyed, and non-identifying statistical information is retained. Questions regarding the collection of this information should be directed to the Director of Service Delivery. Freedom of Information Requests should be mailed to: Vaughan Public Libraries Administration Offices 2191 Major Mackenzie Drive Vaughan, Ontario L6A 4W2*

**STEAM SUMMER CAMP volunteers must be between 14 – 18 years old.**

**We thank all applicants for their interest in the program, however, only those selected for an interview will be contacted.**

1. What qualities do you have that would make you a great STEAM Summer Camp Volunteer?

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2. Describe any volunteer or work experience you have had with children.

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3. Why do you think it is important for children to have access and instruction in technology?

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4. Please indicate any other relevant qualifications, experience, hobbies, courses, interests, etc.

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Dear Referee,

Please use this form to provide a written reference for \_\_\_\_\_  
(volunteer's name) who has applied for the STEAM SUMMER CAMP Volunteer at Vaughan Public Libraries. The STEAM SUMMER CAMP Volunteer program is for mature dedicated volunteers who want to help in our STEAM (Science, Technology, Engineering, Art and Math) themed Summer Camp at Vaughan Public Libraries. The volunteers will assist the library staff with programming, creating a fun atmosphere for the participants, tidy up and preparation for the next camp day. The Library screens all volunteers by asking for written references. Your responses are confidential.

Please complete this form, seal it in an envelope, **sign across the flap of the sealed envelope**, and return it to the applicant. Thank you for your assistance and for taking the time to complete this form.

Referee: \_\_\_\_\_  
Name (please print) Signature

Occupation: \_\_\_\_\_

Referee's Phone number: (\_\_\_\_) \_\_\_\_\_ Today's Date: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

### **Questions**

1. How do you know the applicant?

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2. What words would you use to describe this person?

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3. Have you had the opportunity to see this person interact with children or their peers? If so, describe the experience.

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4. Do you think this person will be a suitable volunteer for the STEAM SUMMER CAMP?  
Why or why not?
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5. On a scale of 1-5 (5 being the highest) please indicate how you feel the applicant scores on the following personal characteristics (circle the appropriate number for each characteristic).

Responsibility	1	2	3	4	5
Dependability	1	2	3	4	5
Work Ethic	1	2	3	4	5
Knowledge of technology	1	2	3	4	5
Patience	1	2	3	4	5

6. Is there anything else you would like to tell us about this person?
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Vaughan Public Libraries may contact you to confirm the information provided. If you have any questions or concerns, please contact Vaughan Public Libraries at (905) 653-READ.

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Name (please print) Signature

Occupation: \_\_\_\_\_

Referee's Phone number: (\_\_\_\_) \_\_\_\_\_ Today's Date: \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_

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*Parental consent is required for photographs of persons **under 18 years of age***

I, \_\_\_\_\_ (*name of parent/guardian*) of  
(*first & last name of child*) \_\_\_\_\_, hereby  
give permission for the photograph(s) taken at all STEAM SUMMER CAMP  
activities throughout the year to be used by Vaughan Public Libraries  
and/or the media in electronic or print publications, and online  
communication vehicles, to promote the Libraries' programs and services.

If the photograph is used in a publication,

- I authorize my son or daughter's full name to be used  
 I do not authorize my son or daughter's name to be used

Signed \_\_\_\_\_