

# V.I.P.A.R.

Volunteers in Parks and Recreation



# APPLICATION



**City of La Porte Parks & Recreation**  
1322 S. Broadway St.  
La Porte, Texas 77571  
(281) 470-7275

# V.I.P.A.R.

## Volunteers in Parks and Recreation

### *Parent/Guardian Letter*



Dear Potential V.I.P.A.R. Parent(s) & Guardian(s),

Being a volunteer for the Parks and Recreation Department can be a great experience for your child. They will receive valuable and practical job experiences, that can benefit them in future career endeavors.

Participants in this program are expected to meet the following requirements:

- 13-18 years old
- Be a responsible and sensible teenager or young adult
- Show respect to all employees
- Follow all policies
- Fulfill required tasks

This program is preparing teenagers for the work environment and giving them the opportunity to lead in certain situations that they are capable of leading.

As a parent/guardian of a V.I.P.A.R., you will have responsibilities as well. You will be responsible to provide transportation for your child to and from their volunteer assignments.

**Once the attached forms are complete, please return the form to the Recreation and Fitness Center, or email to the Recreation Programs Specialist below.**

We are looking forward to working with your child during this program. We feel that it will be a great experience, as well as, a lot of fun! If selected to be a V.I.P.A.R., your child will check in once a week at the Charles Walker Community Center to gather their assignments.

If you have any further questions, please do not hesitate to contact me.

Sincerely,

Lindsay French  
Recreation Programs Coordinator  
La Porte Parks and Recreation  
281-470-5138  
[frenchl@laportetx.gov](mailto:frenchl@laportetx.gov)

Daniel Broughton  
Recreation Programs Specialist  
La Porte Parks and Recreation  
281-470-7545  
[broughtond@laportetx.gov](mailto:broughtond@laportetx.gov)

# V.I.P.A.R.

## Volunteers in Parks and Recreation

### *General Information*



#### Purpose

To provide teenagers with the unique opportunity to gain work experience, build their resume, and give back to their community, all while having fun.

#### VIPAR Responsibilities

- Must be able to work the full time of an event
- Assist the recreation leaders in planning, developing and executing special events
- Learn recreational, educational, leisure activities and programs
- Assist in setting up and cleaning up the areas for activities
- Adhere to your assigned work schedule (notify your supervisor if you are unable to work)
- Assist with control and discipline of participants
- Conduct self in a mature, responsible manner and to remember that a V.I.P.A.R. is a representative of the La Porte Parks and Recreation Department
- Record hours worked daily
- Remember: SAFETY FIRST!

#### Parent Responsibility

- Provide transportation to and from assignments
- Sign all paperwork
- Ensure volunteer is dropped off and picked up on time

#### Qualifications

- Applicants must be between 13 and 18 years old
- Recreational activity knowledge and experience (recommended)
- Minimum of one letter of recommendation
- All paperwork completed accurately
- Interview for admittance
- Available to work
- Demonstrate relevant talents and mature attitude
- Energy, enthusiasm, and desire to meet programs goals

**City of La Porte Parks & Recreation**  
1322 S. Broadway St.  
La Porte, Texas 77571  
(281) 470-7275

# V.I.P.A.R

## Volunteers in Parks and Recreation

### *Application*



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

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

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

Volunteer Phone Number: \_\_\_\_\_ Birthday: \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Home Number: \_\_\_\_\_ Parent Cell Number: \_\_\_\_\_

Emergency name/Phone number: \_\_\_\_\_

Areas of interest: (Check all that apply)

- Youth Sports     Arts and Crafts     Game Room     Homework Help     Fitness  
 Referee (Basketball)     Special Events     Senior Citizens     Other     Special Populations  
 Youth Camps (ages 6-9)     Youth Camps (ages 9-12)

What are your hobbies?

Do you belong to any clubs?

What sports do you like to play?

Have you ever attended a Parks and Recreation Program? If so, which one?

Are there any **days** you would not be available on a regular basis (due to school, sports, etc.)?

Are there any specific **dates and times** you would not be available (due to vacations/trips, appointments, etc.)?

Please write a few sentences telling us why you want to be a V.I.P.A.R.

V.I.P.A.R.  
Volunteers in Parks and Recreation  
*Personal Reference Form*  
(Not a relative)



1. How long have you known the applicant and in what capacity? \_\_\_\_\_

---

---

---

2. Do you think the applicant is qualified in assisting in recreational programs with guidance?

Please explain. \_\_\_\_\_

---

---

---

3. Do you find the applicant to be dependable? To use mature judgment? To be a positive role model for children? Please explain. \_\_\_\_\_

---

---

---

4. Do you feel the applicant has obtained the responsibility level to work with youth? Please explain. \_\_\_\_\_

---

---

---

5. Additional comments. \_\_\_\_\_

---

---

---

Your name: \_\_\_\_\_

Day phone: \_\_\_\_\_

Evening phone: \_\_\_\_\_

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

V.I.P.A.R.  
Volunteers in Parks and Recreation  
*Volunteer Waiver*



I, \_\_\_\_\_, agree to participate, if accepted as Volunteer in Parks and Recreation for the 2016-2017 year. I understand that I will assist Recreation Specialists in the implementation, coordination, control and supervision of the activities, programs, and special events. I also understand that I have special responsibilities as stated on page two of the application. I understand that failure to follow these rules, regulations and assignments may be grounds for dismissal from the V.I.P.A.R. Program.

I, \_\_\_\_\_, request to perform volunteer work for the City of La Porte, Texas. I understand I am not an employee of the City while performing work as a volunteer. I also understand that I am not insured under the City's Workman's Compensation Insurance while acting as a volunteer. I specifically waive any Workman's Compensation Insurance claim I might have against the City if I am injured while acting as a volunteer and do hereby release and discharge the City, its employees, officials, and agents from any such claim, or for liability for such injuries.

I, \_\_\_\_\_, understand volunteering for Parks and Recreation programs will require finding my own transportation to and from assignments.

**Parents**

I understand my child will need transportation to and from assignments he/she will be volunteering for. I agree to make arrangements for transportation. I understand if my child is walking or riding a bike to and from assignment location, I will notify Recreation Programs Specialist.

I also grant permission for the City of La Porte to transport my child in a City vehicle as needed to fulfill requirements of volunteer service, and hold the City of La Porte, its employees, officials, and agents harmless from any liability for any injury incurred while being transported.

---

VIPAR Name (Print)

VIPAR Signature

Date

---

Parent/Legal Guardian Name (Print)

Parent/Legal Guardian Name (Print)

Date