



2019 Summer VolunTeen Application Packet



Welcome to the VolunTeen Program

Dear Prospective VolunTeen,

We are excited that you are interested in joining our team of science ambassadors at the Kentucky Science Center this summer. If you love talking to people, have a passion for science, and are looking for a meaningful way to spend your summer, the Summer VolunTeen Program is just what you need!

Together we are on quest for a higher level of scientific literacy in our community, region, state, and beyond. Every role you, as a volunteer, play is critical to that mission – whether on the front line in visitor interactions or behind the scenes in a support role. We need and appreciate your talents, intellect, creativity and enthusiasm. You allow us to maintain and expand our exceptional educational facility.

You will become a valuable science ambassador, providing top-notch customer service for our visitors. If you are interested, our visitors will be interested; if you have fun with our exhibits, our visitors will have fun; and if you make our visitors' experiences very pleasant ones, they will carry a part of the Kentucky Science Center with them.

There will be a lot of hard work and dedication that will be expected of you during the VolunTeen program, but in turn, you will develop valuable skills that will help you in school and as you enter the workforce.

Please do not hesitate to contact me if you have any questions. Email is the best way to contact the Volunteer Center.

Dear Parents and Guardians,

We ask that you let your teen take the lead in this process. If they have questions about the program, we would like to hear directly from them. We want to see their own answers on the application. We want them to check their email regularly for updates, schedule their own interview, and manage their volunteer schedule. These tasks are important indicators of whether or not they can succeed in our program.

Please do not hesitate to contact me if you have any questions. Email is the best way to contact the Volunteer Center.

Jenna Dixon
Manager of Volunteer Services
Kentucky Science Center
Jenna.Dixon@louisvilleky.gov

VolunTeen Program Requirements

- Must be a high school student (or entering 9th grade in the fall of 2019) AND at least 13 years of age by June 1, 2019.
- Have your own email address. *We communicate directly with our VolunTeens via email. You must commit to checking your email regularly.*
- Support the mission of the Science Center.
- Submit an application packet by **Friday, March 1.**
- Complete the interview process. See below for a list of interview dates and times. Interviews will last approximately 1.5 hours.
- Attend the mandatory orientation and training on either Thursday, June 6 OR Friday, June 7.
- Commit to the 8-week program (June 10 - August 3) during the summer AND volunteer at least 20 hours during the school year to be considered for the following summer program. Teens may miss no more than two weeks in the summer due to family vacations, camps, etc.
- Complete the program and all shift requirements.

Available Positions:

The Summer VolunTeen Program is very competitive and there are a limited amount of spaces in each department. The Volunteer Center will place you in one of the following roles:

Visitor Experience (VE) – VE Volunteers are the face of the Kentucky Science Center. Likely to be the first person a visitor interacts with; VE volunteers help them have an engaging, educational and memorable experience in our exhibit halls. Volunteers answer questions, help guide and explain the exhibits and activities, help with cleaning and restaging exhibits, and assist visitors with hands on science activities and walk up demonstrations. Volunteers need to be comfortable speaking and interacting with people of all ages as well as outgoing, friendly, and approachable.

Summer Camps – Camp volunteers provide valuable support to the camp staff by assisting with camp activities in classrooms, helping facilitate lunches and engaging campers in the exhibit halls. Camp volunteers may also assist in classroom with set up and takedown and by cleaning and replenishing activity supplies as needed. Volunteers must have a fun, but mature personality and be able to work with campers of all ages.

Visitor Services – Volunteers will act as a host in the Kentucky Science Center Digital Theater. Tasks include checking tickets at the theater entrance, distributing and cleaning 3D glasses, greeting guests, and maintaining a clean and welcoming environment by sweeping and cleaning the theater after each performance.

Behind the Scenes – VolunTeens will perform various administrative duties for the various departments while working behind the scenes. This includes data entry and mailings, helping maintain the department's administrative files, performing data research, learning museum software and assisting with database clean-up, social media research, etc.

Frequently Asked Questions

How old do I have to be to apply?

The Summer VolunTeen Program is designed for high school students. Applicants must be a high school student AND at least 13 years of age by June 1, 2019 in order to qualify for the program. VolunTeens need to be mature individuals who are self-starters and are capable of following directions with minimal supervision.

What needs to be included in my application packet?

You will need to complete all forms included in this packet by Friday, March 1. This includes the VolunTeen Application, Medical Release Form, and Teen/Parent Contract.

You are also required to submit two recommendation letters. Recommendation letters need to be completed by a teacher, counselor, principal, or supervisor. These forms must be submitted to the Volunteer Center by Friday, March 29 at 5pm.

Am I guaranteed a spot in the program once I submit my application?

No. The VolunTeen Program is a competitive application process and there is limited space available. Selections are made based on your application, recommendation letters, and interview.

Is there a fee to participate in the program?

No. There is no charge to participate in the Summer VolunTeen program. We hope that you will receive valuable experience and resources during your volunteer service that will help you succeed in your future career.

What will I be doing during my volunteer shift?

VolunTeens are an integral part of the Science Center team and interact with visitors throughout the building. Teens have the opportunity to work with educators in the exhibit halls, assist with School's Out Science Camps, and facilitate movies in our 4-story digital theater.

What days/hours will I work?

Summer teens volunteer one day a week, Monday through Saturday (the same day each week), from 10:00 A.M.-4:00 P.M. During the school year, teens are required to volunteer 20 hours on weekends and during school breaks to be considered for the following summer program.

What trainings do I need?

All prospective VolunTeens must attend an orientation and training prior to the program.

What are the benefits of volunteering?

- Free admission (for teen only) to the Science Center and films (according to availability).
- In-depth training by staff, guest speakers, and active volunteers.
- Good experience for resumes and future jobs; recommendations written upon request.
- An opportunity to meet and work with some of the greatest teens in the Louisville area.
- Earn school volunteer hours.

When will I find out if I have been selected for the program?

You will receive an email from the Volunteer Center on Wednesday, May 1 with your acceptance information. If you are not selected to participate in the program this year, please consider volunteering for additional programs throughout the year to become more involved at the Science Center.

Why would someone not be selected for the VolunTeen program?

While we would love to accept all applicants into the VolunTeen program, there are a couple of reasons why we would not choose someone to participate in the program.

- They have limited availability and will be unable to commit to volunteering one day a week during the eight-week program.

- They are uncomfortable talking to guests. We understand that many teens are nervous during their interview, however, we are looking for individuals who puts forth an effort to make eye contact, smile, show excitement about the program, and be genuinely interested in learning.
- We get the impression that the teen is only here because the parent wants them to volunteer and they are not interested in being at the Science Center. We are looking for volunteers who want to be a part of the program and are interested in volunteering.

Can I volunteer multiple days to make up for days I've missed?

Due to the capacity limits, it is important that VolunTeens volunteer on their assigned days. Make-up days can be scheduled in advance for Sundays. For more information, contact the Volunteer Center.

I have a conflict during the scheduled training. Can I make up the training at a different time?

Unfortunately, if you cannot attend the designated training dates, then you will not be able to participate in the Summer VolunTeen Program this year. Please contact the Volunteer Center for other opportunities throughout the school year.

I have a friend who is interested in the VolunTeen Program. Can they come with me to volunteer?

If they would like to be a part of the VolunTeen Program, they must complete the online application and submit the application packet. Anyone who is not a part of the VolunTeen program must pay admission to visit the exhibits.

My friend/sibling and I will be carpooling together. How can I make sure we are scheduled for the same day?

Please make a note of that on your application packet. Every effort will be made to ensure that you are both scheduled for the same shift.



Important Dates to Remember

Activity	Date	Time	Notes
Applications Open	Monday, January 14		
Application Deadline	Friday, March 1	By 5pm	*No applications will be accepted after this date.*
Recommendation Forms Due	Friday, March 29	By 5pm	All recommendation forms must be submitted by this date.
VolunTeen Interview	Friday, March 29	2 to 3:30pm	You will be meeting with several staff members during speed mentoring style interview
VolunTeen Interview	Monday, April 1	Noon to 1:30pm	You will be meeting with several staff members during speed mentoring style interview
VolunTeen Interview	Friday, April 5	2 to 3:30pm	You will be meeting with several staff members during speed mentoring style interview
Acceptance Letters Mailed	Wednesday, May 1		You will receive an email letting you know if you have been accepted into the program.
VolunTeen Orientation	Thursday, June 6	10am to 4pm	This training day will help prepare you for your role in the VolunTeen Program. It is mandatory that you attend one of the orientation dates.
VolunTeen Orientation	Friday, June 7	10am to 4pm	This training day will help prepare you for your role in the VolunTeen Program. It is mandatory that you attend one of the orientation dates.
Program Begins	Monday, June 10	10am to 4pm	This is the first day of the program; however, not everyone will begin volunteering on this day.
Program Ends	Saturday, August 3	10am to 4pm	This is the last day of the program.
Recognition Event	Sunday, August 11	2 to 4pm	You and two guests will be invited to join us for an awards ceremony at the end of the summer program.

Summer VolunTeen Program Application Checklist

Due Date: No later than 5:00pm on March 29, 2019.

Check off each of the following as you complete them. Application submission order will be considered in the selection process. Deadline extensions are not permitted.

- Complete the online application - <http://btrr.im/xtpdy>. Deadline for online application is March 1, 2019.
- Review the application packet and read through additional forms with a parent. Discuss summer plans and whether you will be able to: 1) Attend orientation on June 6 or June 7, 2019 from 10:00am to 2:00pm 2) Commit to volunteering one full day of 6 hours each week from June 10th – August 3rd.
- Complete the following forms:
 - VolunTeen and Parent/Guardian Contract (Page 8)
 - Medical Release Form (Page 9)
 - Field Trip Permission Form (Page 10)
 - VolunTeen Recommendation Forms (Pages 11 – 14)

Ask one of your current core curriculum teachers, counselors, or principal to fill out a recommendation form for you. Be sure to give each person adequate time to complete the form. Recommenders should put the form in a signed and sealed envelope. Unsigned & unsealed envelopes will not be accepted, resulting in an incomplete submission. Place the recommendations and additional forms in a packet to be turned in to Volunteer Services. Note: *Please have teachers return forms directly to YOU - they need to be submitted along with the other forms in your application packet.*

Place all items in a large envelope. Completed packets must contain the following items: Teen/Parent Contract, Medical Release Form, Field Trip Permission Form, and two Recommendation Forms (signed and sealed).

Application Packets can be submitted to the Volunteer Center using the following methods:

Mail

Application submitted via mail must be postmarked by Friday, March 29.
Kentucky Science Center Volunteer Center
Attn: Jenna Dixon
727 W Main Street
Louisville, KY 40202

Email

KSC.Volunteer@louisvilleky.gov

If sending via email, you must scan the documents. Photos of documents will not be accepted. Use "Summer VolunTeen Application Packet – (Your Last Name)" as the subject line. *Note recommendation forms cannot be submitted online and must be mailed or dropped off in person.

In Person

Drop off your application packet to the Admissions Desk in the lobby of the Science Center anytime during regular business hours.

Please add the following to your envelope:

Attn: Jenna Dixon
Volunteer Center
Summer VolunTeen Application Packet



VolunTeen and Parent/Guardian Contract

Please return to the Volunteer Center via email at KSC.Volunteer@louisvilleky.gov
Attn: Volunteer Center, Kentucky Science Center, 727 W Main Street, Louisville, KY 40202

The agreement between the Kentucky Science Center, _____
and the VolunTeen’s Parent or Guardian is as follows: (VolunTeen’s name)

The VolunTeen agrees to:

1. Attend an orientation session as scheduled.
2. Abide by all policies and procedures of the Science Center as outlined in the VolunTeen Handbook.
3. Provide a minimum of 24 hours’ notice if unable to work, except in the case of emergency or sudden illness.
4. Successfully complete all required training for his/her particular VolunTeen position.
5. Perform the services and duties as outlined at orientation and training.
6. Volunteer a minimum of one 6 hour shift a week during the summer.
7. Commit to a specific work schedule.
8. Arrive on scheduled day on time, willing to carry out assignments and duties in good spirits and with responsibility.
9. Communicate with your staff supervisor when giving feedback and suggestions, resolving any problem situation, or requesting changes in schedule or assignment. If no satisfactory resolution is made, you may ask to consult their supervisor.

The parent(s) or guardian(s) of the VolunTeen agree to:

1. Complete the Science Center’s medical release and emergency authorization form with accuracy.
2. Provide their son/daughter with knowledge of family obligations so he/she will be able to fulfill his/her obligation to the Science Center.
3. Provide or help their son/daughter work out reliable transportation so that he/she may arrive and depart at the times specified in the VolunTeen handbook.
4. Provide or help their son/daughter work out proper attire for their VolunTeen position.
5. Understand that the KSC VolunTeen Program is a job experience and all scheduling, evaluation, and (although there is rarely a problem) if disciplinary action should become necessary, it will be handled between the Science Center staff and VolunTeen.

We have read the above contract and agree to adhere to its conditions.

Date: _____

*Signature of VolunTeen

Printed Name of VolunTeen

*Signature of Parent/Guardian

Printed Name of Parent/Guardian



Medical Release Form

Please return to the Volunteer Center via email at KSC.Volunteer@louisvilleky.gov
Attn: Volunteer Center, Kentucky Science Center, 727 W Main Street, Louisville, KY 40202

Name: _____ Phone Number: _____	Today's Date: _____
Email Address: _____	Birthdate: __/__/____

In case of an emergency, please contact:

Name: _____ Relationship: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Name: _____ Relationship: _____

Home Phone: (____) _____ Work Phone: (____) _____ Cell Phone: (____) _____

Please let any medical issues that could limit the volunteer from doing any specific assignment or activity at the Science Center: _____

In the event that attempts to contact the emergency contact listed above do not work, the undersigned gives permission for the administration of any treatment deemed necessary by:

Dr. _____ Medical Office Name: _____ Phone: (____) _____

In the event the designated practitioner/s is not available, the volunteer should be transferred to
(Preferred hospital) _____, or any hospital reasonably accessible.

Facts concerning your medical history including allergies, medications being taken, and any physical impairment to which you would like the Science Center staff to share with an EMT, physician, or dentist: _____

The UNDERSIGNED is covered by personal health and accidental insurance as listed below:

Insurance company _____ Policy Number _____

In consideration for value received, receipt being acknowledged, I give the Kentucky Science Center, its agents, customers, and assigns, right an permission to use pictures of me in original, composite, or altered form and reproductions thereof, for advertising and general commercial purposes or any other lawful purpose; and I waive my inspection or approval of such pictures or advertising copy.

The UNDERSIGNED understands that the volunteer is covered by the Science Center's liability insurance, but not by health, accident or life insurance, workman's compensation, or social security through the Science Center. We further understand that if a staff supervisor requests the volunteer to perform a task that exceeds the volunteer's physical capabilities, the volunteer is responsible for declining the assignment.

As used herein, "the Science Center" shall include the Kentucky Science Center, its visitors, agents, employees, directors, volunteers, members, and sponsors. The UNDERSIGNED shall be the father and/or mother, or the guardian, or the volunteer age 18 years or older.

Volunteer Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Kentucky Science Center

VolunTeen Field Trip Permission Form

As a parent or guardian of a Summer VolunTeen requesting to voluntarily participate in a field trip, I hereby acknowledge that I have read, understood, and agreed to the following:

I hereby give my permission for _____, who is a VolunTeen at the Kentucky Science Center, to accompany the School's Out Science Camp on a field trip to an offsite location. The VolunTeen will accompany the teacher and counselor (min. 2 adult chaperones per trip) during a visit to a local attraction and will provide support to the class.

I do NOT give my permission for _____, who is a VolunTeen at the Kentucky Science Center, to accompany the School's Out Science Camp on a field trip to an offsite location. The teen will remain onsite and complete other tasks until the camp has returned from their field trip.

My teen is given permission to accompany the camps using the following transportation methods:

- Chartered Bus/School Bus
- Walking
- Private vehicles (Teen is allowed to drive themselves to the offsite location.)

 In the case of an emergency, I wish the following person(s) to be notified in case I cannot be contacted:

Name	Relationship	Phone Number
Name	Relationship	Phone Number

 I certify that my child has no medical or physical conditions which could interfere with his/her safety in the activity.

I authorize qualified emergency medical professionals to examine and in the event of injury or serious illness, administer emergency care to the above named VolunTeen. I understand every effort will be made to contact me to explain the nature of the problem prior to any involved treatment.

If it becomes necessary for Kentucky Science Center staff to obtain emergency care for the VolunTeen, neither he/she nor the Kentucky Science Center assumes financial liability for expenses incurred because of the accident, injury, and/or unforeseen circumstances.

 Printed Name of Parent or Guardian

 Signature of Parent or Guardian

 Date

 Work Phone

 Home Phone

VolunTeens who do not return their signed permission slips will not accompany the camps on their field trips and will remain at the Kentucky Science Center.



VolunTeen Recommendation Form

VolunTeen's are asked to have 2 people (teachers, counselors and/or a principal) complete this form as part of the Summer VolunTeen Application Process. Please place in a signed and sealed envelope and return it to the student. Unsigned and unsealed envelopes will not be accepted, resulting in an incomplete submission. The student's deadline for submission of this form is Friday, March 29, 2019.

Applicant's Name: _____

Recommendation 's Name: _____

School's Name: _____

Preferred Phone Number: _____ **Email Address:** _____

How do you know the applicant? _____

How long have you known this person? _____

Please list six descriptive words regarding this person's character

What are her/his major strengths?

What are her/his major limitations?

What hesitation, if any, do you have about recommending this person to the Science Center?

Please explain why you feel this applicant would make a good volunteer at the Kentucky Science Center.

Would you recommend this student for the VolunTeen program at Kentucky Science Center? _____

Recommender's Name (Please print): _____ **Phone:** _____

Title: _____ **Date:** _____

Recommender's Signature: _____

Continued on other side

VolunTeen Recommendation Form Continued...

Personal Qualities:

Attitude towards school	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
Cooperation	<input type="radio"/> Always cooperates	<input type="radio"/> Cooperates	<input type="radio"/> Sometimes cooperates	<input type="radio"/> Never cooperates
Emotional Maturity	<input type="radio"/> Very mature	<input type="radio"/> Age Appropriate	<input type="radio"/> Sometimes immature	<input type="radio"/> Very immature
Integrity	<input type="radio"/> Highly trustworthy	<input type="radio"/> Trustworthy	<input type="radio"/> Usually trustworthy	<input type="radio"/> Questionable
Leadership Potential	<input type="radio"/> Leader	<input type="radio"/> Can follow or lead	<input type="radio"/> Leads on occasion	<input type="radio"/> Rarely leads
Reaction to Criticism	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
Responsible	<input type="radio"/> Very responsible	<input type="radio"/> Usually responsible	<input type="radio"/> Sometimes responsible	<input type="radio"/> Rarely responsible
Self confidence	<input type="radio"/> Healthy self-image	<input type="radio"/> Needs some support	<input type="radio"/> Seems overconfident	<input type="radio"/> Poor self-image
Self-control	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
Sense of Humor	<input type="radio"/> Highly developed	<input type="radio"/> Good	<input type="radio"/> Fair humor	<input type="radio"/> Poorly developed
Warmth of personality	<input type="radio"/> Always friendly	<input type="radio"/> Usually friendly	<input type="radio"/> Occasionally friendly	<input type="radio"/> Rarely friendly
Ability to work independently	<input type="radio"/> Consistently works well	<input type="radio"/> Needs help occasionally	<input type="radio"/> Needs help frequently	<input type="radio"/> Needs help

Work Skills:

Class Participation	<input type="radio"/> Joins in readily	<input type="radio"/> Contributes some	<input type="radio"/> Wants to dominate	<input type="radio"/> Rarely contributes
Ability to work in a group	<input type="radio"/> Always works well	<input type="radio"/> Sometimes	<input type="radio"/> Has difficulty	<input type="radio"/> Has great difficulty
Ability to work independently	<input type="radio"/> Always works well	<input type="radio"/> Needs some help	<input type="radio"/> Needs help frequently	<input type="radio"/> Needs constant help
Completes assignments on time	<input type="radio"/> Consistently completes	<input type="radio"/> Usually completes	<input type="radio"/> Needs additional time	<input type="radio"/> Has difficulty
Follows direction	<input type="radio"/> Easily and accurately	<input type="radio"/> Needs some help	<input type="radio"/> Occasionally	<input type="radio"/> Rarely
Takes initiative	<input type="radio"/> Always	<input type="radio"/> Usually	<input type="radio"/> Sometimes	<input type="radio"/> Rarely
Attention span	<input type="radio"/> Actively engaged	<input type="radio"/> Attentive	<input type="radio"/> Variable attention	<input type="radio"/> Requires frequent redirection
Peer Relations	<input type="radio"/> Role model	<input type="radio"/> Healthy relationship	<input type="radio"/> Occasional problems	<input type="radio"/> Relates poorly
Relationship with adults	<input type="radio"/> Courteous	<input type="radio"/> Usually positive	<input type="radio"/> Occasional problems	<input type="radio"/> Shows little respect
Concern for others	<input type="radio"/> Very considerate	<input type="radio"/> Considerate	<input type="radio"/> Usually considerate	<input type="radio"/> Rarely considerate



VolunTeen Recommendation Form

VolunTeen's are asked to have 2 people (teachers, counselors and/or a principal) complete this form as part of the Summer VolunTeen Application Process. Please place in a signed and sealed envelope and return it to the student. Unsigned and unsealed envelopes will not be accepted, resulting in an incomplete submission. The student's deadline for submission of this form is Friday, March 29, 2019.

Applicant's Name: _____

Recommender's Name: _____

School's Name: _____

Preferred Phone Number: _____ **Email Address:** _____

How do you know the applicant? _____

How long have you known this person? _____

Please list six descriptive words regarding this person's character

What are her/his major strengths?

What are her/his major limitations?

What hesitation, if any, do you have about recommending this person to the Science Center?

Please explain why you feel this applicant would make a good volunteer at the Kentucky Science Center.

Would you recommend this student for the VolunTeen program at Kentucky Science Center? _____

Recommender's Name (Please print): _____ **Phone:** _____

Title: _____ **Date:** _____

Recommender's Signature: _____

Continued on other side

VolunTeen Recommendation Form Continued...

Personal Qualities:

Attitude towards school	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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Integrity	<input type="radio"/> Highly trustworthy	<input type="radio"/> Trustworthy	<input type="radio"/> Usually trustworthy	<input type="radio"/> Questionable
Leadership Potential	<input type="radio"/> Leader	<input type="radio"/> Can follow or lead	<input type="radio"/> Leads on occasion	<input type="radio"/> Rarely leads
Reaction to Criticism	<input type="radio"/> Excellent	<input type="radio"/> Good	<input type="radio"/> Fair	<input type="radio"/> Poor
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Sense of Humor	<input type="radio"/> Highly developed	<input type="radio"/> Good	<input type="radio"/> Fair humor	<input type="radio"/> Poorly developed
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Class Participation	<input type="radio"/> Joins in readily	<input type="radio"/> Contributes some	<input type="radio"/> Wants to dominate	<input type="radio"/> Rarely contributes
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Relationship with adults	<input type="radio"/> Courteous	<input type="radio"/> Usually positive	<input type="radio"/> Occasional problems	<input type="radio"/> Shows little respect
Concern for others	<input type="radio"/> Very considerate	<input type="radio"/> Considerate	<input type="radio"/> Usually considerate	<input type="radio"/> Rarely considerate

Completing Your Online Application

You must complete the VolunTeen Application found on our website:

<https://kysciencecenter.org/support/volunteer/> or at <http://btrr.im/xtpdy>

1. Enter a username
 - Your username should be your first and last name followed by 727. If your username is already taken you can add your middle initial. No caps, underscores, or spaces.
Example: jennadixon727 or jennamdixon727
2. Enter YOUR email
 - You must enter YOUR email address – NOT your parent’s email. You will receive communication from the Science Center at this email so make sure to check it often. Your parent’s email will need to be entered in the secondary email address on the next page.
3. Click “SAVE AND CONTINUE”
4. Password
 - Choose a password that will be easy for you to remember since you will use it to clock in and out when volunteering.
5. Fill out your contact information and click “SAVE AND CONTINUE”
6. Fill out all required information and click “SUBMIT APPLICATION”
 - Availability - VolunTeens are required to volunteer one day a week during the eight-week program. Please list, in order of preference, the top three days that you would prefer to volunteer this summer. For example, if you are available on Mondays, Wednesdays, and Thursdays and prefer to work every Thursday, please list them as:
Choice 1: Thursday
Choice 2: Monday
Choice 3: Wednesday
Certain days of the week fill up quicker than others. Every effort will be made to ensure that you receive your first choice.
7. Don’t forget to send your additional paperwork to the Volunteer Center!

Applications must be submitted by Friday, March 1.

Recommendation Forms must be submitted by Friday, March 29.

If you have any questions about the VolunTeen program, please contact the Volunteer Center.

Jenna Dixon
Manager of Volunteer Services
jenna.dixon@louisvilleky.gov
502-561-6146

Arden Groves
Administrative Assistant
Arden.Groves@louisvilleky.gov
502-561-6124