



## VOLUNTEER/YOUTH LEADER APPLICATION

HARMONY TREE LEARNING CENTER prides itself in teaching the youth of our community the value of hard work, selflessness, service and leadership. Youth Leaders are selected past volunteers who have shown promise and dedication in their past service at HTLC. Youth Leaders must be High School juniors or older. Volunteers are eligible high school freshman or older with parental consent. All volunteers and Youth Leaders will be delegated specific responsibilities in a real work environment that include clerical duties, grading & recording, minor student supervision, teaching assistance, food service, cleaning, and field trip chaperoning to age appropriate students. HARMONY TREE requires that all of its Youth Leaders and volunteers conduct themselves in a professional manner at all times and reserves the right to terminate any volunteer or Youth Leader who fails to comply with HARMONY TREE'S policies and regulations.

**\*Please return the completed application form to Harmony Tree Learning Center**

Applications can be submitted a variety of ways:

- Hand deliver or mail it to
  - Harmony Tree Learning Center, 2360 S. Garfield Avenue, Monterey Park, CA 91754
- Fax to 626.782.6986
- E-mail to [info@harmonytree.org](mailto:info@harmonytree.org)

STUDENT NAME		BIRTHDATE	
STREET ADDRESS			APT. NO.
CITY	STATE	ZIP CODE	
HOME PHONE	CELL PHONE	E-MAIL	

**Position Applying For:** *(Check the applicable circle)*

- Youth Leader – Prerequisites: Must have volunteered previously a minimum of 2 years
- Youth Volunteer

**Preferred Start Date:**

\_\_\_\_\_

**Preferred Length of Appointment:**

- 4 Weeks
- 8 Weeks

**Number of Hours Available to Work/Volunteer Each Week:**

- 1-5
- 6-10
- 11-15
- 16-20
- 20-25
- 25+

**Please list the time frames you are available to work/volunteer:**

DATE/TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
START TIME					
END TIME					

**PLEASE MAKE SURE TO ALSO COMPLETE THE NEXT PAGE**

**Please read carefully. A check in each box indicates agreement.**

- I understand that my involvement in this program is a privilege, not a right, and that my desire to participate must, at all times, be affirmed by HARMONY TREE LEARNING CENTER through its screening and monitoring processes.
- I understand that in accepting a Youth Leader or Youth Volunteer position, I am committing myself to act in compliance with the beliefs, values, policies and processes of HARMONY TREE LEARNING CENTER.
- I agree to the guidelines for the position and understand the responsibilities associated with it.
- I understand that training and accountability are key support for my position. Therefore, I will attend training, as required by the position.
- I know that HARMONY TREE LEARNING CENTER will maintain a file with all applicants in compliance with appropriate legislation. This information is private and will be kept in a secure location. Upon request, I shall be given access to that information and be able to challenge the accuracy and completeness of the information and have it amended as appropriate.
- I understand the reference letter I receive from HARMONY TREE LEARNING CENTER will reflect my work performance, hours worked, and additional comments that earnestly describe my strengths and weaknesses as a volunteer or Youth Leader.
- I understand that my status as a volunteer or Youth Leader may be terminated or revoked at any given time if I am not able to efficiently perform my job description.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Guardian (if applicant is a minor)*

\_\_\_\_\_  
*Date*