

# 2010 Summer Volunteer Application



College and high school (rising 10<sup>th</sup> graders and older) students are welcome to apply

Breakthrough Fort Lauderdale matches diverse, motivated 7<sup>th</sup> and 8<sup>th</sup> grade students from Broward County public schools with talented high school and college-age teachers. As part of the national Breakthrough Collaborative, our mission is to inspire excitement for learning, create pathways to college and promote careers in education. For additional information about breakthrough, please visit: [www.breakthroughcollaborative.org](http://www.breakthroughcollaborative.org)

Serving as a summer associate with Breakthrough is an extremely rewarding task. Your commitment will impact the lives of many children who will be better prepared to attend college in the future. You will also gain valuable professional experiences that are transferable to a variety of endeavors beyond Breakthrough.

The volunteer program also offers insight into the Breakthrough Collaborative, as well as provides valuable experience for those who aspire to be BT teachers in the future. If you are a responsible, energetic high school student (rising 10<sup>th</sup> grader or older), we would love to have you as a volunteer for us this summer.

Because the goal we are working towards is quite ambitious, we ask that only serious individuals apply to assist in our program. We depend heavily on the assistance of volunteers and need everyone working with us to be reliable, fully dedicated to our mission, and willing to give 100% whenever on call. We ask that volunteers carefully consult their calendars before making a commitment of time.

**Please submit volunteer forms to Dericka Hudson ([dericka.hudson@pinecrest.edu](mailto:dericka.hudson@pinecrest.edu)) by the deadline below:**

- **Administrative Assistant (2) & All Other Positions: Monday, May 17<sup>th</sup> 2010**

## **Position Descriptions**

We understand that individuals have different levels of commitment as well as different schedules and responsibilities for the summer, so we have two position types that make it possible for all interested in volunteering to offer assistance: short-term volunteers and long-term volunteers.

**Short-Term Volunteers** are needed to help with the day-to-day operations of the program and may be asked to do everything from helping to set up lunch, to taking attendance, to assisting a teacher with an activity or game. The nature of this position requires that individuals are flexible, agreeable, and willing to assist in a variety of capacities as needed. These positions are great for those who are committed to Breakthrough but have limited time over the summer. These positions also allow individuals to develop a variety of skills that can be used in future endeavors. In order to receive maximum benefit, priority for these positions will be given to individuals who can commit to working a consistent schedule (i.e. someone who can commit to being available daily from 2:00 – 4:00 for one or two weeks during the summer is preferable to someone who can only come for one day).

**Long-Term Volunteers** **need to be available the majority of the summer** (see volunteer needs chart). Since duties for these positions generally include management of other volunteers and oversight of important tasks/programs/events, individuals desiring these positions need to be able to contribute their talents and skills

to working in a specific area for the duration of the summer. These positions are wonderful opportunities for those who want to be actively involved in Breakthrough but may not want to have the commitment of a teacher.

Long Term Positions	Requirements	Tasks may include...
Art Director	Creative spirit Artistic talent Strong sense of organization Personal responsibility	Managing group of creative artist. Manage supplies, ensure art areas are fully stocked and supplies are used respectfully. Coordinate summer book (yearbook) and other projects with teachers. Ensure student areas are “breaky”
Administrative Assistant	Positivity and a “can do” attitude Proficiency with major Microsoft Office tools i.e. Word, Excel, Publisher, and Power Point (some training will be provided) Excellent verbal/written communication skills Ability to carry out complicated instructions	Work closely with the Program Directors to oversee Office Assistants with fundamental program task: taking attendance, answering phones, distributing materials to teachers, filing, copying, mailings, signing in and assisting guests, cataloging books and supplies, etc.
Bank Manager	Strong sense of organization Personal responsibility Proficiency with Microsoft Excel and Word office tools. (some training will be provided) Strong mathematical abilities (ability to quickly do mental math a plus)	Manage group of Bank Tellers in the day-to-day operation and management of the BT Bodega (store), bank, checking services, etc. Ensure all student accounts are accurately tracked and recorded. Produce weekly balance statements and analysis reports for Dean of Students
Teaching Assistant	Aptitude in subject area chosen to work Ability to relate well to preteens Patience	Will attend teacher training, June 5 – 12, assist teachers with class and delivery of instruction. Plan and teach one structured study skills course. Serve as substitute during teacher absences
Tutors*	Strong content knowledge Patience	Assist students with content area homework, assignments, and projects.
Volunteer Coordinator	Strong organization Delegation Personal responsibility	Manage a team of volunteers and tutors, assign individuals to various tasks, monitor progress, track community service hours.

## Volunteer Needs

Below are the times we anticipate needing specific volunteer services. PREFERNCE WILL BE GIVEN TO APPLICANTS WHO ARE AVAILABLE ON A CONSISTENT AND/OR LONG TERM BASIS.

	Set Up June 10 - 11	Training June 14 - 18	Week 1 June 21 - 25	Week 2 June 28 - July 2	Week 3 July 6 - 9	Week 4 July 12- 16	Week 5 July 19- 23	Week 6 July 26 - 30	Celebration July 30	Wrap Up Aug . 2 - 4
Short-Term Volunteer	flexible - flexible - flexible - flexible - flexible - flexible - flexible - flexible									
Art Director	•	•	•	•	•	•	•	•	•	
Administrative Assistant		•	•	•	•	•	•	•		•
Bank Manager			•	•	•	•	•	•		
Volunteer Coordinator		•	•	•	•	•	•	•		
Tutor*			•	•	•	•	•	•		•
*Tutors are needed from 3:00 – 4:00 and should be available for a minimum of 2 weeks										

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Dericka Hudson • (954)776-2160 • dericka.hudson@pinecrest.edu • 1501 NE 62nd St. Ft. Lauderdale, FL 33334



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Please complete electronically or print

<b>POSITION DESIRED</b> (CHECK ALL THAT APPLY)																	
<input type="checkbox"/> SHORT-TERM VOLUNTEER <input type="checkbox"/> ART DIRECTOR <input type="checkbox"/> ADMIN ASSISTANT <input type="checkbox"/> BANK MANAGER <input type="checkbox"/> TEACHING ASSISTANT <input type="checkbox"/> VOLUNTEER COORDINATOR	<input type="checkbox"/> TUTOR (SELECT ALL CONTENT AREAS THAT APPLY) TUTORS MUST BE AVAILABLE FROM 3:00 – 4:00 <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> BASIC MATH</td> <td><input type="checkbox"/> BASIC SCIENCE</td> <td><input type="checkbox"/> LANGUAGE ARTS</td> <td><input type="checkbox"/> SOC. STUDIES/HUMANITIES</td> </tr> <tr> <td><input type="checkbox"/> PRE-ALG</td> <td><input type="checkbox"/> BIOLOGY</td> <td><input type="checkbox"/> SHAKESPEARE</td> <td><input type="checkbox"/> WORLD WARS</td> </tr> <tr> <td><input type="checkbox"/> ALGEBRA</td> <td><input type="checkbox"/> CHEMISTRY (BASIC)</td> <td></td> <td><input type="checkbox"/> COLONIALISM/IMPERIALISM</td> </tr> <tr> <td><input type="checkbox"/> GEOMETRY</td> <td><input type="checkbox"/> PHYSICS (BASIC)</td> <td></td> <td><input type="checkbox"/> CIVIL RIGHTS</td> </tr> </table>	<input type="checkbox"/> BASIC MATH	<input type="checkbox"/> BASIC SCIENCE	<input type="checkbox"/> LANGUAGE ARTS	<input type="checkbox"/> SOC. STUDIES/HUMANITIES	<input type="checkbox"/> PRE-ALG	<input type="checkbox"/> BIOLOGY	<input type="checkbox"/> SHAKESPEARE	<input type="checkbox"/> WORLD WARS	<input type="checkbox"/> ALGEBRA	<input type="checkbox"/> CHEMISTRY (BASIC)		<input type="checkbox"/> COLONIALISM/IMPERIALISM	<input type="checkbox"/> GEOMETRY	<input type="checkbox"/> PHYSICS (BASIC)		<input type="checkbox"/> CIVIL RIGHTS
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PREVIOUS EXPERIENCE WITH BT <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, IN WHAT CAPACITY (SELECT ALL THAT APPLY) <input type="checkbox"/> TEACHER <input type="checkbox"/> TA <input type="checkbox"/> VOLUNTEER <input type="checkbox"/> OTHER (SPECIFY): <input type="checkbox"/> STUDENT <input type="checkbox"/> MENTOR <input type="checkbox"/> RECRUITER																
LAST NAME		FIRST NAME															
HOME ADDRESS			APT NUMBER														
CITY		STATE	ZIP														
HOME PHONE ( )		CELL PHONE ( )															
SCHOOL		GPA	GRADE														
E-MAIL ADDRESS																	
<input type="checkbox"/> YES HAVE YOU EVER BEEN CONVICTED OF, OR IS ANY CHARGE NOW PENDING OR EXPECTED TO BE BROUGHT AGAINST YOU OTHER THAN A MINOR TRAFFIC VIOLATION? IF YES, PLEASE EXPLAIN (ATTACH ADDITIONAL PAPER IF NECESSARY) <input type="checkbox"/> NO																	
<input type="checkbox"/> YES HAVE YOU EVER AT ANY ACADEMIC INSTITUTION BEEN IN OTHER THAN GOOD STANDING BECAUSE OF ACADEMIC DEFICIENCIES, BEEN CENSURED FOR MISCONDUCT, OR BEEN THE SUBJECT OF DISCIPLINARY ACTION? IF YES, PLEASE EXPLAIN (ATTACH AN ADDITIONAL SHEET IF NECESSARY) <input type="checkbox"/> NO																	

<b>AVAILABLE DATES AND TIME (BREAKTHROUGH OPERATES FROM 7:30AM – 4:30PM)</b> In the boxes, indicate <b>specific times</b> you are available to volunteer. Leave blank if you are not available									
June					July				
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri
1	2	3	4				1	2	
7	8	9	10	11	No Programming	6	7	8	9

14	15	16	17	18	12	13	14	17	18
21	22	23	24	25	19	20	21	22	23
28	29	30			26	27	28	29	30
10 – 11 Program set up 14 – 18 Teacher training and program set up 21 – BT begins with students					Aug. 2	Aug. 3`	Aug. 4	(Wrap Up)	

Answer the questions that correspond with the position(s) you want. If applying for multiple positions with different deadlines either submit your form at the earliest deadline or submit a separate form to meet each deadline.

All Volunteer Positions

Why are you interested in volunteering for Breakthrough? What about the position interests you? If you've previously volunteered with Breakthrough, what have you learned from your previous experiences that will contribute to your success this summer?

What special skills, qualities, talents, and experience do you possess that would make you an excellent volunteer (specifically for the positions you have applied)? How will you use them to the benefit of the program?

Long-Term Positions

When have you led a group previously? How will you offer leadership and guidance to those whom you are in charge?

Teaching Assistant

Why are programs like Breakthrough necessary? What challenges to you expect to encounter during the summer, and how will you overcome them

Admin. Assistant &  
Volunteer Coordinator

On a scale of 1-10, how organized are you? Why that rating? Describe, in detail, an organizational system you currently use?

