

## **Teen Leader Guidelines**

City of Newport Beach, Recreation & Senior Services Department

I understand that as a City of Newport Beach Teen Leader, the following guidelines will be expected throughout my participation in the program:

1. Be respectful of others. Fighting and profanity will not be tolerated and is reason for immediate dismissal.
  - a. Age appropriate conversations with participants.
  - b. Be polite and respectful when speaking to parents and staff.
2. Remember that field trips are a privilege; those who do not follow the appropriate guidelines will not be scheduled for field trips.
3. It is your responsibility to confirm your work schedule with the site Supervisor or Senior Recreation Leader. Schedules will be completed prior to each workweek. Sites and locations are not guaranteed.
4. Teen Leaders are expected to follow instructions from all Senior Recreation Leaders and Recreation Leaders.
5. You are responsible for completing all tasks before leaving the program. Check out daily with assigned Sr. Recreation Leader before leaving for the day. When you have been excused, you must leave the program site. As a Teen Leader you are not permitted to "hang out" at the program before or after your scheduled time.
6. You are working in a recreational setting with small children. Please adhere to the following dress code:
  - A. While at work, your Teen Leader T-shirt must be worn at all times. Please remember that while wearing your Teen Leader T-shirt, you are representing the City of Newport Beach. Your T-shirt can only be worn while participating in community service with the City of Newport Beach.
  - B. Tennis shoes are required (sandals will be permitted on field trips to the beach per the permission of the Senior Recreation Leader in charge).
  - C. Skirts and dresses are not permitted.
  - D. Keep shorts at an appropriate length.
  - E. Bathing Suits: Must be appropriate. No revealing bathing suits or string bikinis
  - F. Clothes (including hats) advertising alcohol, tobacco, profanity, sexual content or any other forms of illegal substance are not permitted.

7. Teen Leaders are responsible for transportation to and from their program work site. Teen Leaders are not allowed to be transported by City Recreation Services Staff.
8. As a City of Newport Beach Teen Leader, you are subject to corrective action for any violation of departmental rules, conduct, or performance, which does not meet City standards or expectations. Disciplinary action may vary according to each case, but will generally fall under the following:
  - Corrective action up to and including dismissal from the program

The City of Newport Beach has a zero tolerance policy relating to drug and alcohol use in the workplace. In addition, the following behaviors are considered criminal, inappropriate or irresponsible and may result in disciplinary action, immediate dismissal or the notification of proper authorities:

- Child Abuse
- Sexual harassment
- Loss, damage or theft of City or School property
- Violence
- Smoking or chewing tobacco on site
- Inappropriate attire (obscene slogans, excessive tight/loose clothing)

Discipline is at the discretion of supervisors, administrators, and City officials. Should you suspect or witness any of the above it is your responsibility to report the activity to your supervisor, within 24 hours. In a situation that may involve your immediate supervisor activity is to be reported to the Recreation Supervisor or any other Senior Recreation Staff.

9. Think safety first! Be careful and have FUN this summer!

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Teen Leader Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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