

WHAT IS JET?

JET is Sturgeon County's Job Experience Training program for youth ages **12-17** which enables youth to volunteer in our summer programs across the county, gaining valuable leadership skills and work experience in a fun and engaging setting. JET is a free program specifically designed to provide selected youth with:

- Work experience and volunteer hours
- Experience and feedback with job interviews and evaluations
- Opportunities for leadership and growth in the communities in Sturgeon County
- Opportunities to meet and connect with peers across the county
- Summer long mentorship, ongoing feedback, and training
- Flexible scheduling around your summer plans
- A Fun memorable summer

THE ROLE OF A JET VOLUNTEER

Our team of JET volunteers assist in helping lead Sturgeon County's summer programs, as well as have additional opportunities for growth and exclusive events.

Sturgeon County Summer Programming

Theme Days

Our Theme Days are full of fun games, activities, and crafts. Your role as a JET volunteer is to help lead these activities and ensure that our program participants are having fun. Show off your artistic side, captain a fun-filled game, steer our guests to an awesome destination on a Theme Day!

Day Trips

Our day trips are full-day field trips that include transport, food, and admission to all the facilities we visit across the county and surrounding municipalities. Our crew work with children of all different abilities to ensure the safety and fun of all our participants during different activities and transition periods. Day trips are all about the journey, so buckle-up and enjoy the ride!

Community Events

Occasionally in the summer our JETs have the opportunity to represent Sturgeon County at community events and get to work alongside a broader community group. These events could look quite different, but JETs will be provided details and training for all responsibilities.

TIME COMMITMENT

Sturgeon County summer programming runs from **July 4 – August 16**.

- Summer programs are typically Tuesday-Friday weekly, and occasional weekend events may require JET participation.
- We work completely around our volunteer's summer availability. **Please mark any unavailability on your application.**
- Each JET shift will be approximately 8 hours in length; however, shorter shifts may occur due to the nature of scheduled programming.
- All JETs must work a **minimum of 5 shifts** throughout the summer and must also **attend all training**.
- Often, there are more available shifts to be picked up throughout the summer.

Key Dates

JET Interviews: June 10-12

-Interview slots are booked on a first come first serve basis; however, ALL JET applications will receive an opportunity for an interview so long as they are scheduled before the interview deadline.

JET Orientation: July 3 12:30-6:00PM (MANDATORY)

JET Windup: August 16 (OPTIONAL)

WHERE IS IT

Our summer programs take place all across Sturgeon County, including Cardiff, Riviere Qui Barre, Calahoo, Coronado, and other communities.

- Transportation is NOT included to the initial program location. Please note many of these locations are inaccessible through public transportation.

HOW TO APPLY

1. **Review** the application and information contained in this package.
2. **Complete** the attached application form (3 pages) OR use our online application @ <https://www.sturgeoncounty.ca/jet-program-application/>
3. **Sign** the application and ensure your parent/guardian has also signed.
 - a. Scan and email your completed application to JET@sturgeoncounty.ca
 - b. Drop off your completed application in person to our FCSS office @ 9608 100 Street, Morinville AB.
 - c. Complete and submit your application using our online form.

DEADLINE TO APPLY IS SUNDAY JUNE 2 2024

DEADLINE TO SCHEDULE AN INTERVIEW IS FRIDAY JUNE 7 2024

Please note that space in the JET program is limited. Late applications will NOT be accepted.

APPLICATION FORM (PLEASE PRINT CLEARLY) – TO BE COMPLETED BY JET APPLICANT ONLY:

Full Name: _____ Preferred Name on Name Tag: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Address: _____ City: _____ Postal Code: _____

Year of Birth: _____ T-Shirt Size (Adult/Unisex): _____

Please list a minimum of ONE character reference (name/phone #/relationship):

Primary: _____, _____, _____

Alternate: _____, _____, _____

Please list any past volunteer, leadership, or work-experience you feel would be relevant to a JET position:

INTERVIEW DATES

June 10-12 between 3:40-8:15PM. Following the receipt of an application you will receive an email with information to schedule an IN-PERSON interview @ 9608 100 Street, Morinville. Interview times will be on a first-come first-serve basis. **The applicant is responsible for scheduling an interview through the link provided after application submission. The link will be emailed to all applicants. Those who do not schedule an interview prior to the interview deadlines will not be considered as JET applicants for the 2024 year.**

MANDATORY JET ORIENTATION:

Wednesday, July 3 (Half-Day). This will be where you learn all things JET through group discussion, games and activities!

SUMMER AVAILABILITY BETWEEN JULY 4th – AUGUST 16th:

Please list any dates that you are UNABLE to work (vacations, appointments, other scheduled commitments etc.). You may be scheduled to work on any program that falls on a date NOT listed.

The personal information provided will be used to determine suitability and participation in the JET program and is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act. If you have any questions about the collection and use of this information, please contact the Sturgeon County Access and Privacy Officer at 9613 – 100 Street, Morinville, Alberta, T8R 1L9 (780) 939.4321 or email foip@sturgeoncounty.ca

PARTICIPATION CONTRACT:

I _____, have applied to be a participant of the Job Experience Training (JET)
(Print Name of JET Applicant)

Program with Sturgeon County Family and Community Support Services. If I am accepted to partake in the JET Program this summer, I agree to the following:

- Volunteer a minimum of 5 shifts, and attend all trainings provided
- To display a positive attitude and be respectful to all supervisors, children, parents, and fellow volunteers at all times
- To arrive ON TIME for all days I am scheduled to volunteer at. If I cannot make my shift for any reason, I will call the JET Supervisor as soon as I know I am unable to volunteer
- I will communicate and not partake in activities that will put my safety and others safety at risk
- I will follow all procedures in the JET manual (provided at JET Orientation) and covered in the training provided
- I understand that I am a representative of Sturgeon County at all times, even when not on shift

Date: _____ Signature: _____

JET Applicant Signature

GUARDIAN CONSENT:

I _____, hereby allow my child _____
Print Name of Guardian Print Name of Participant

to participate in Sturgeon County's J.E.T. Program. I hereby release the County, its employees, and volunteers from any claim for loss, injury, or damage to person or property either directly or indirectly, including travel to and from, during my child's participation in the J.E.T. Program.

I hereby authorize do not authorize (please check one) the Municipality to use photographs taken of the aforementioned individual(s) while attending or participating in recreation programs and activities (scheduled or unscheduled) sanctioned by the Municipality. Photographs may be used to promote the Municipality's programs or used in or as part of publications, advertisements, newsletters and displays intended for the general public. Parents and media may also have the opportunity to take pictures; any of these photos taken during public events cannot be controlled. No other use of these photographs will be allowed.

I hereby authorize do not authorize (please check one) the Municipality of Sturgeon County to contact the references included in the application by the aforementioned individual, for the JET acquisition process.

Date: _____ Signature: _____

Guardian

SECTION TO BE FILLED OUT BY GUARDIAN:

Please list any allergies, dietary restrictions, medical needs, and any other important factors we should be aware of:

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APPLICATION FORM – WRITTEN PORTION

(PLEASE PRINT CLEARLY) – TO BE COMPLETED BY JET APPLICANT ONLY:

Full Name:

Why would you like to be a part of the JET program this year?

What are some of your skills, interests, and experiences that you believe would be an asset to our summer team?

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