

WHAT IS THE JET PROGRAM?

The **JET (Job Experience Training)** program is a unique opportunity for youth aged 12-17 in Sturgeon County. JET is a free program that allows participants to volunteer in various summer programs across the county, providing them with valuable leadership experience and work skills in a fun and dynamic environment. This program is designed to help youth build confidence, develop important life skills, and make a meaningful impact in their communities.

Through JET, youth gain:

- Hands-on experience with job interviews and performance evaluations
- Volunteer hours and work experience
- Leadership development and opportunities for personal growth within the community
- Ongoing mentorship, feedback, and training throughout the summer
- Chances to connect with peers across the county
- Flexible scheduling that fits around your summer plans
- A fun and memorable summer experience!

THE ROLE OF A JET VOLUNTEER

Our JET volunteers are an incredibly valuable part of our programs, and this year, we're excited to share that the JET program is evolving!

We're introducing a new structure with **Junior JETS** and **Senior JETS**, each with distinct roles and responsibilities tailored to different age groups and experience levels.

Junior JETS are our first-year volunteers, and their focus will be on engaging, hands-on **Theme Days** filled with creativity, exciting games, and team challenges. This is the perfect opportunity to develop confidence, strengthen teamwork skills, and gain valuable experience in a supportive environment. With added mentorship and guidance, Junior JETS will be well-prepared to grow into future Senior JETS—ready to take on more responsibility and leadership

Senior JETS are our returning JETS, typically in their second or third year. They will take on greater leadership responsibilities within the program. In addition to supporting daily activities and mentoring Junior JETS, they'll also have the opportunity to participate in day trips.

In addition, we're proud to announce that **no applicants scheduled for an interview will be turned away this year**. Everyone who applies and interviews will have a place in the program—we want to ensure every young person who wants to be involved has the chance to be involved, learn, and grow.

Sturgeon County Summer Programming

Theme Days

As mentioned, our Junior JETS will be participating in Theme Days which are exciting, action-packed days filled with games, creative activities, and fun crafts! As a JET volunteer, you'll play a key role in making these days unforgettable. Whether you're showing off your artistic side during a craft, leading a high-energy game, or helping guide participants through the day's adventures, you'll be right in the middle of the fun—helping create a positive, engaging experience for everyone.

Day Trips

Our Day Trips are full-day trips that include transportation, meals, and admission to a variety of exciting destinations. As a JET volunteer, you'll be supporting children of all ages and abilities—helping to ensure their safety, engagement, and enjoyment throughout the day, especially during transitions and activities. Because day trips often require more hands-on support and leadership, they will primarily be assigned to our Senior JETS, who bring experience, confidence, and a strong understanding of the program.

Community Events

Throughout the summer, JETs may have the opportunity to represent Sturgeon County at various community events. These special days offer a chance to work alongside a broader network of community members and contribute in a meaningful way beyond the regular program setting.

While each event may look a little different, JETs will be fully briefed and trained in their roles and responsibilities ahead of time to ensure they feel confident and prepared.

Both Junior and Senior JETS will be eligible to participate in these events, offering a great opportunity for all volunteers to engage with the wider community and build new skills.

TIME COMMITMENT

Sturgeon County's summer programs run from July 3rd to August 15th.

- Summer programs typically run Tuesday-Friday weekly. 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 the scheduled program.
- All JETS must work a **minimum of 5 shifts** throughout the summer and must also **attend all training**.

INTERVIEW DATES AND INFORMATION

Interviews are June 16th-18th between 3:30-8:30pm. Interviews this year will be slightly different than in previous years. Interviews will be conducted in hour-long time slots and

will include group AND individual interviews to properly assess everyone. Junior applicants will be grouped with other junior applicants for the interview process and senior JET's will also be grouped together. The applicant is responsible for calling and scheduling an IN-PERSON interview @ 9608 100 Street Morinville. **To schedule an interview call (780)-939-1359 OR email achristensen@sturgeoncounty.ca.** Those who do not schedule an interview prior to the interview deadlines will not be considered as a JET applicant for the year 2025.

LOCATION

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

- Transportation is NOT included to the initial location. Please note that 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 OR use our online application
3. Sign the application and ensure your parent/guardian as also signed
 - Scan and email your completed application to achristensen@sturegoncounty.ab.ca
 - Drop off your completed application in person to our FCS office @ 9608 100 Street, Morinville AB.
 - Complete and submit your application using our online form.

KEY DATES:

- **Application deadline:** Sunday June 8th, 2025
- **Deadline to schedule an interview:** Friday June 12th, 2025
- **Interviews:** June 16th-18th, 2025
- **JET Orientation:** Wednesday July 2nd, 2025 (Mandatory)
- **JET Windup:** Tuesday August 19th, 2025 (Optional)

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

Full Name: _____ Preferred Name for Name Tag: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Address: _____ City: _____

Postal Code: _____ Year of Birth: _____ T-Shirt Size (Ault/Unisex): _____

Please list one character reference (name/phone #/ relationship):

_____, _____, _____

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

MANDATORY JET ORIENTATION

Wednesday June 2nd, 2025

This is where you learn all the things you need to know about being a JET through group discussion, games and activities!

SUMMER AVAILABILITY BETWEEN JULY 3rd – August 19th :

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

PARTICIPATION CONTRACT:

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

Experience Training (JET) Program with Sturgeon County Family and Community 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 always.
- 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 always a representative of Sturgeon County, 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 afformented 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 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:

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.

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?