



**City of Brea**  
**Community Services Department**  
**2026 Summer Volunteer Application**

Thank you for your interest in the 2026 City of Brea Volunteer Program. This 9-week program offers Brea teens, grades 9<sup>th</sup> through 11<sup>th</sup> (as of Fall 2026), an opportunity to gain leadership skills and work experience while volunteering for the Community Services Department. The program is designed to introduce teens to the world of public service while providing them with an opportunity to learn and grow.

*Please note:*

- Applicants must live or go to school in Brea.
- Please be advised that submission of an application does not guarantee selection for the program.
- Applicants must be entering 9<sup>th</sup> through 11<sup>th</sup> grade, as of Fall 2026.
- It is important that Volunteers are available throughout the summer and are **COMMITTED** to complete their agreed upon hours and assigned schedules at their assigned programs. **Five days of vacation time are allowable. Volunteer applicants who require more time off will not be considered due to the staffing needs of each program.**
- In applying to the Volunteer program, if selected, *you are agreeing to work the summer program that you **are** assigned to*, including but not limited to: Aquatics, Day Camp, Youth Sports, Fitness Center, Tiny Tots/Lunch Bunch Volunteer, Summer Fun Club/Lunch Club Volunteer, Administrative Services, Communications and Marketing, and Curtis Theatre/Concerts in the Park. While we will take your preferences into consideration, we will make assignments based upon program needs.
- Program is expected to run from June 8<sup>th</sup> – August 7<sup>th</sup>
- Parent/Volunteer Orientation is **MANDATORY** and will be held **Wednesday, May 20<sup>st</sup> at 6:00 p.m.** at the Civic & Cultural Center Conference Center. It is located on the 2<sup>nd</sup> floor of the Civic Center.

**APPLICATION DEADLINE: MONDAY, APRIL 20<sup>TH</sup> AT 5:00 P.M. OR UNTIL SUFFICIENT NUMBER OF APPLICATIONS HAVE BEEN**

**RECEIVED- LATE APPLICATIONS WILL NOT BE ACCEPTED**

Volunteer Program – Keith Velasquez

PLEASE SUBMIT APPLICATION ONLINE AT BREA RESOURCE CENTER

*Brea Resource Center, 1 Civic Center Circle, Brea, CA 92821*

**City of Brea**  
**COMMUNITY SERVICES DEPARTMENT**  
**2026 Summer Volunteer**  
**Job Descriptions**

Please read the following job descriptions before selecting the areas you would like to work in. **Pay close attention to the work schedules posted to make sure you can comply with the areas you are interested in, as well as if program hours will meet the amount you are looking for.** These job descriptions are meant to give potential volunteers an idea of what typical job duties are meant to be and are subject to change once the program begins.

**AQUATICS VOLUNTEER: 100-160 Hours Available**

This 9-week program includes swim lessons, as well as recreational swim times, in a safe and supervised environment. The pool is open 8:00 a.m. to 7:30 p.m. and on Wednesday nights 6:30 p.m. to 8:30 p.m. The pool is also open during weekend. Pool hours are Monday through Friday, 9:00 a.m. to 1:00 p.m. for swim lessons, 1:30 p.m. to 3:30 p.m. for recreation swim, 4:00 p.m. to 7:30 p.m. for swim lessons and 6:30 p.m. to 8:30 p.m. for Wednesday Night Swim. Saturday and Sunday hours are 12 p.m. to 4:00 p.m. Hours are subject to change according to program needs. Duties include, but not limited to: Assist with swimming lessons, clean pool deck, basket check, making signs, flyers and posters, and front counter work. Volunteers working at the plunge may be asked to work Wednesday evenings during Concerts in the Park. **Volunteers will be required to get in the water, please bring appropriate attire.**

**DAY CAMP PROGRAM VOLUNTEER: 100-120 Hours Available**

This is a 9-week camp program for children 5 to 12 years of age. Program includes excursions, games, arts and crafts and sports. (Day Camp supervisor will provide schedule of hours to be completed by Volunteer). Hours can be subject to change depending on program needs. Camp hours are Monday through Friday, 7:30 a.m. to 6:00 p.m. Volunteers are required to attend an orientation/training (TBD). Duties may include but are not limited to: Assisting with games and sports, working with staff leading group activities and helping with arts and crafts.

**YOUTH SPORTS VOLUNTEER: 50 Hours Available**

Volunteers working sports should work all of Baseball and Mini Soccer programs. Workdays are typically 8am - 11am on Tuesdays and 8am - 12:15pm on Wednesdays. These programs are designed for children ages 4 through 12 and go on for 7 weeks during the Summer. Duties include but are not limited to: Understanding and carrying out oral and written directions, preparing fields, signing participants in, dispersing equipment, assisting in coaching, monitoring kids during practices and games, and assisting with awards. Extensive knowledge of sports is appreciated but not essential for being successful.

**TINY TOTS / LUNCH BUNCH VOLUNTEER: 120 Hours Available**

This program provides recreational learning activities for children 2.5 to 5 years of age. Volunteers will be asked to work Monday through Friday, 9am-12pm. Optional additional hours may be added Monday through Thursday, 12-2:30pm, during Lunch Bunch program. Duties include but are not limited to: Set up and clean up classroom, assist staff with preparation of arts and crafts materials, set up snack time, interact/play with the children, assist staff in supervision of children during class time and outside play. (No class July 4th).

**SUMMER FUN CLUB / LUNCH BUNCH VOLUNTEER: 120 Hours Available**

This program provides arts and crafts with a themed week, games and activities, and outdoor play for children in grades Kinder-2nd. Volunteers will be asked to work Monday through Thursday, 9am-12pm. Optional additional hours may be added Monday through Thursday, 12-2:30pm, during Lunch Bunch program. Duties included but are not limited to: Set up and clean up classroom, assist staff with preparation of arts and crafts materials, set up snack time, assist children with arts and crafts, interact/play with the children, assist staff in supervision of children during class time and outside play. (No class July 4th).

**ADMINISTRATIVE SERVICES: 120-160 Hours Available**

The Volunteer will assist the Administrative Services Department with a variety of clerical and organizational tasks. Responsibilities will include making copies, retrieving voicemail messages, filing and shredding documents, labeling folders, and providing support to Utility Billing, Accounts Receivable, and other divisions as needed. A significant portion of the assignment will involve records retention support. This includes transferring files from cabinets to storage boxes, relocating boxes between locations, categorizing and identifying records, and preparing box inventories. Duties will also involve operating the shredding machine, removing paper clips and reusable folders, and disposing of shredded materials appropriately. Additional responsibilities may include assisting the department with mailings, such as labeling envelopes, folding documents, and assembling mail packets. There may also be occasions requiring label creation using a computer. The ideal candidate must be able to work independently, remain flexible, and adapt to varying tasks as needed. The position requires the ability to sit or stand for extended periods. Work hours will vary between 9:00 a.m. and 4:00 p.m., Monday through Thursday and every other Friday. A minimum 30-minute lunch break will be required, depending on the length of the workday.

**CURTIS THEATRE AND CONCERTS IN THE PARK VOLUNTEEN: 120 Hours Available**

The Curtis Theatre is looking for dedicated individuals to serve as ushers, help backstage and assist with Concerts in the Park or other special events this summer. Contribute to a dynamic team while learning more about producing live theatre and staging special events. Volunteers selected for the Curtis Theatre should be available for most of the following program dates/times, spanning from July through August:

Concerts in the Park: July 8<sup>th</sup> to August 5<sup>th</sup>, Wednesdays, 4:00 p.m. to 9:00 p.m.

Friday Night Family Films: Civic Center, 6:00 p.m. to 10:00 p.m.

Brea's Youth Theatre Ushers: July through August, Thursdays/Fridays, 6:00 p.m. to 10:00 p.m.; Saturdays 1:00 p.m. to 5:00 p.m. and 6:00 p.m. to 10:00 p.m. and Sundays 1:00 p.m. to 5:00 p.m.

**COMMUNICATIONS & MARKETING VOLUNTEEN: 100 Hours Available**

The Communications & Marketing team is looking for an individual who has an interest in creating content for social media and help with updating the City website. The Volunteer will assist with updating content on the City website to be in compliance of the ADA requirements. They may also help with social media trends and assist the team with writing, video/photo editing, and broadcasting a Council meeting. The Volunteer working in this program will be required to work a total of 90+ hours, schedule can fluctuate for Movies Under the Stars (Friday Nights), Concerts in the Park (Wednesday Evenings), Country Fair (July 4) and other events. Volunteer hours preferred Monday, Tuesday, Wednesday, Thursday. Duties include photo taking, photo archiving, organizing the studio and content creating.

**FITNESS VOLUNTEEN: 100 Hours Available**

Fitness Volunteer(s) will assist with the set-up and teardown of fitness classes. Support staff in cleaning machines and equipment as needed. The Volunteer working in this program will be required to work 4 hours 3-days a week. Volunteer hours preferred Monday – Friday between the hours of 9 a.m.- 2 p.m. Duties include cleaning machines, organizing equipment, and assisting fitness staff with fitness related inquiries.