



VOLUNTEER DESCRIPTION

Reports To:

Volunteer Coordinator and Boys & Girls Club of Westminster Staff

Boys and Girls Club Mission Statement: "To enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens."

JOB SUMMARY:

The **Volunteer** will work cooperatively with the Boys & Girls Club Staff to: facilitate, plan, and supervise academic, athletic, artistic, and recreational programs and activities that promote achievement of Youth Development while also keeping within the mission that is the Boys & Girls Club of Westminster, preparing youth for success.

MAJOR RESPONSIBILITIES:

- Delivers programs, services and activities that facilitate achievement of Youth Development Strategy and overall mission and strategic plan of the Boys & Girls Clubs of Westminster (BGCW) and prepares youth for success.
- Exemplifies a positive role model for young people to emulate through dress, communication and attitude.
- Follows BGCW volunteer handbook rules and guidelines.
- Individually and through other staff members and volunteers preserves the health and safety of all individuals associated with the Club, especially the participants at the Unit.
 - This requires no cell phone use during volunteer hours.
- Helps management staff evaluate programs, services and activities to ensure that they meet stated objectives, member needs and interests.
- Enhances the appearance and preserves the safety of the facilities and vehicles of the Club through consistent implementation of maintenance and safety procedures.
 - This will include but is not limited to: Sweeping, mopping, cleaning walls, washing vans, and organizing supplies.
- Immediately notifies a BGCW staff member of any and all member conflicts.
- Always accompany a BGCW staff when with members (Never be alone with members).
- Performs other related assignments delegated by the BGCW Staff. Must be flexible to change and willing to assist in all areas as needed.

Marketing and Public Relations

- Effectively communicates and /or cross sells all of the services offered by the Club.
- Appropriately recognizes the accomplishments of all Club members through the use of awards, prizes, and incentives.



QUALIFICATIONS

- Every volunteer must submit a volunteer application.
- If under 18 years old must submit a membership application and pay the membership fee.
 - 12 and under: \$30 13 and over: \$5
- If 18 years old or older must submit a background check. Cost is \$20.
- If court ordered hours must submit court documents and provide at least 2 weeks' notice.

PHYSICAL REQUIREMENTS:

- May be required to walk on uneven surfaces. Stand or sit for extended periods of time.
- May be required to lift equipment up to 30 lbs
- May be exposed to outdoor elements including noise and weather
- Bending, twisting, stooping, overhead reaching, and repetitive hand/arm motion
- Ability to sit, stand, and walk for prolonged periods. And walk quickly on occasion

I have read and understand the essential functions for this position and certify that:

_____ I have the ability to perform the essential functions of this position either with or without a reasonable accommodation.

_____ I will notify the BGCW Staff of any injuries or discomforts I may have.

_____ I will immediately speak with the volunteer coordinator should I have any questions, comments, or concerns.

Volunteer Printed Name

Volunteer Signature

Date

DISCLAIMER The information presented indicates the general nature and level of work expected of volunteers in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties; modifications can be made at anytime to the above.