

**BOYS & GIRLS CLUBS
OF THE BRAZOS VALLEY
VOLUNTEER
ORIENTATION**

BGCBV.ORG

979-822-7516 - BRYAN UNIT

979-567-2643 - CALDWELL UNIT

FACTS

- Founded in 1959 originally Boys Club
- Became Boys & Girls Club – 1990
- Open to all children ages 6-18
- \$15 Membership (Aug – May) ; \$45 Membership (June – July)
- Offer diversified programs

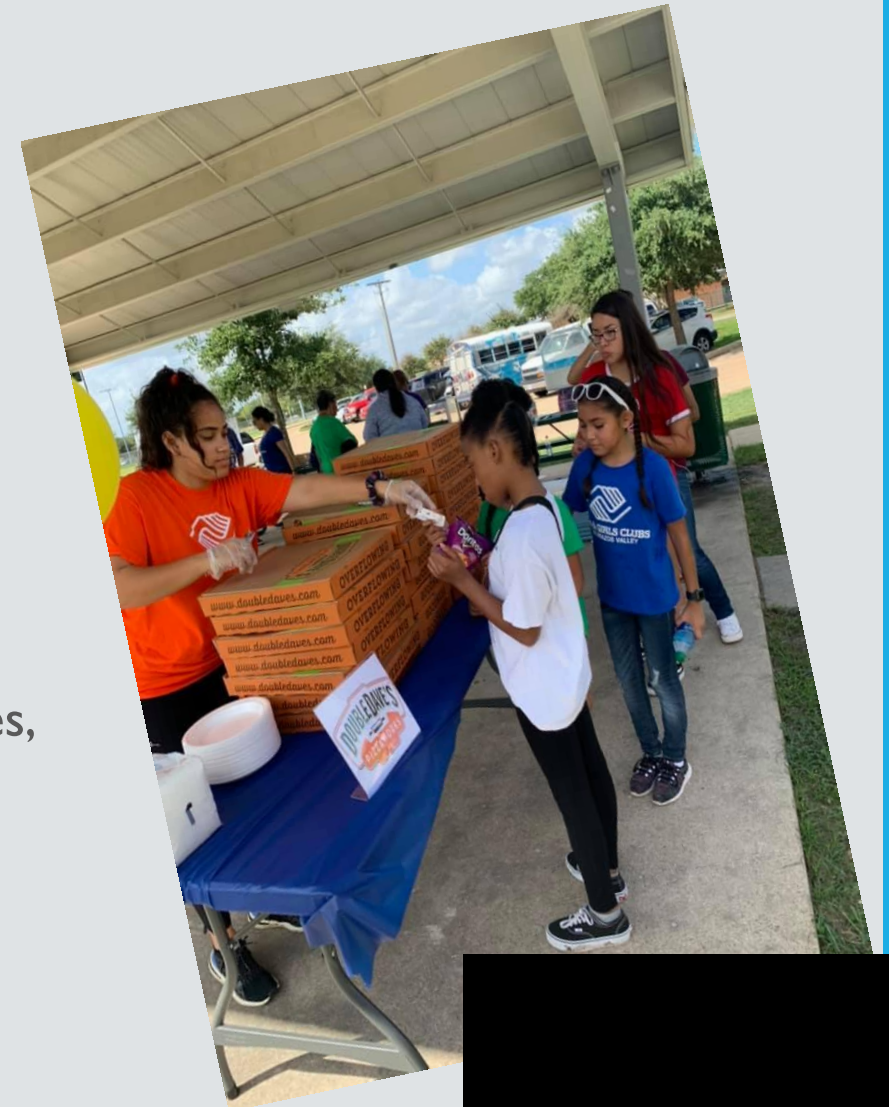


JOB DESCRIPTION

- Assist in promoting members interest in educational and/or recreational activities.

Activities may include: after school homework help, tutoring, computer learning and fun, game rooms/ gym/ outside activities, fundraisers, holiday planning , carnivals , special events etc.

Perform other duties responsibilities as needed.



CORE PROGRAMS

CLUBS PROVIDE DIVERSE ACTIVITIES THAT MEET THE INTERESTS OF ALL YOUTH AND ENABLE THEM TO DEVELOP SELF ESTEEM AND MEET THEIR FULL POTENTIAL. CLUBS OFFER PROGRAM ACTIVITIES IN FIVE AREAS...

- CHARACTER AND LEADERSHIP DEVELOPMENT
- EDUCATION AND CAREER DEVELOPMENT
- HEALTH AND LIFE SKILLS
- THE ARTS
- SPORTS, FITNESS, AND RECREATION



GET INVOLVED!!!



Programs

SMART MOVES –Prevention program

SMART GIRLS – prepare girls to make positive decisions

PASSPORT TO MANHOOD – promotes and etches responsibility & reinforces positive behavior in male club members

TORCH CLUB –charted small group leadership and service clubs

HEALTHY HABITS - aims to incorporate healthy living and active learning in every part of the Club

ETC... (FOUND ONLINE @ BGCBV.ORG)



YOUTH DEVELOPMENT STRATEGY

- SUCCESSFUL CHARACTER AND DEVELOPMENT

CLUB PROGRAMS AND SERVICES PROMOTE AND ENHANCE THE DEVELOPMENT OF BOYS AND GIRLS BY INSTILLING:



A SENSE OF COMPETENCE

the feeling there is something boys and girls can do well

A SENSE OF USEFULNESS

the opportunity to do something of value for other people

A SENSE OF BELONGING

a setting where young people know they “fit” and are accepted

A SENSE OF POWER AND INFLUENCE

a chance to be heard and to influence decisions



WHEN THIS STRAGETGY IS FULLY IMPLEMENTED, SELF ESTEEM IS ENHANCHE ENVIRONMENT IS CREATED WHICH HELPS BOYS AND GIRLS ACHIEVE OUR FULL

WHAT SETS CLUBS APART



- Are for girls and boys of all races, religions, and cultures.
- Facility based activities – activities are conducted in the warm friendly atmosphere of facilities especially designed for youth programs
- Have varied and diversified programs that recognizes and responds to the collective and individual needs of girls and boys.
- Make sure that all girls and boys can afford to belong and even the least interested will not be deterred from joining.
- Open door policy – clubs are open to all members at anytime during the hours of
- They help boys and girls make appropriate and satisfying choices.

CONFIDENTIALITY PROCEDURES

- Information regarding Club members, paid staff and volunteers, both verbal and written, is often privileged and confidential. It is of the utmost importance that you respect the privacy of our members as well as that of their families. Personal information is not to be released without written consent of the individual involved.
- **Your Relationship with Members**
- Introduce yourself to the members.
- Treat members with respect and dignity.
- Be dependable. Keep your promise.
- Leave your personal problems at home.
- Do not take members out of the Club area without prior approval from your supervisor.
- Pass along any member concerns which you feel may need further attention to Traci Thomas(central) or Taylor Lobb(Caldwell). Balance this with confidentiality. Do not repeat what they have told you in confidence.
- Do not accept money, goods or gifts from members (except items such as handmade crafts, not
- The safety and security of Club members is of utmost concern. Whenever possible, avoid being alone with a child in a Club setting, particularly behind closed doors. If a volunteer has any knowledge of or becomes aware of any circumstance which may endanger the health, safety, or well-being of Club members, the information should be brought to the attention of your supervisor immediately and/or take appropriate action.

ASSIGNMENTS AND EVALUATIONS

- Assignment- A volunteer can be assigned to a position when all the application paperwork has been returned. Assignment to a specific position will occur when a volunteer appears to have the skills and abilities to meet the specific needs of the Club and its members.
- Evaluations- Evaluations will be completed upon request.



ATTENDANCE AND RECORDING HOURS



- Attendance- The positions that volunteer staff fills are very vital to our Club members. Therefore, it is essential that volunteers be punctual and in regular attendance. Volunteers are expected to remain on duty for the full time agreed upon, except when conditions vary and are approved by the supervisor. Volunteers should notify the supervisor as soon as possible of any planned or unexpected absence.
- Recording Hours- Each time you enter this building to serve as a volunteer, you must sign-in in the volunteer Sign-in-Book, located at the front desk.

TELEPHONE USAGE AND PERSONAL BELONGINGS

- Telephone Usage- Good business practice dictates that our office telephones be restricted to the business of the organization. Volunteers should inform their friends and relatives that they are to restrict personal calls, except in the case of an emergency. Likewise, volunteers are asked to make calls of personal nature only when absolutely necessary and provided they are local, non-toll calls.
- Personal belongings – The Club cannot be responsible for the loss of personal funds or belongings, nor is it covered by insurance for such loss. Therefore, it is the responsibility of each volunteer to adequately safeguard personal belongings.

TERMINATIONS

- All voluntarism by the Club is at-will and may be terminated at any time, with or without cause and without prior notice by the Club. All terminations will be documents in writing and a copy will be maintained in the volunteer's personal file.



MEDIA RELATIONS AND INJURIES

- Media – No one is allowed to talk to the media without the consent of a supervisor!
- Injuries – All injuries or accidents must be reported to the immediate supervisor or president at once.



VOLUNTEER HOURS

Bryan Unit

Monday, Tuesday, Thursday: **3:00 pm – 7:00 pm**

Wednesday: **1:00 pm – 7:00 pm**

Friday: **3:00 pm – 6:00 pm**

Caldwell Unit

Monday-Friday: **3:30 -6:30 pm**

OTHER THINGS YOU NEED TO KNOW:

- Please arrive and leave at your designated time.
- Parking is along both sides of building- Bryan Unit
- Mask and temperature checks are required upon entry.
- Please practice strict social distancing measures.
- Sign in and Out at the front desk!
- Any other questions contact

Bryan Unit

LaKortney Hyson lhyson@bgcbv.org or Jessica M Green jessica@bgcbv.org

Caldwell Unit

Taylor Lobb taylor@bgcbv.org or Whitney Breitschopf whitney@bgcbv.org