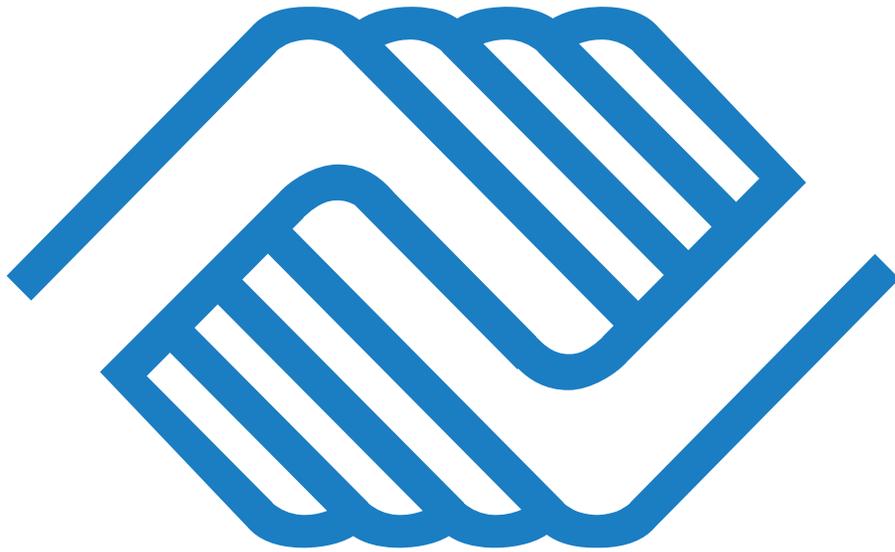


Volunteer Manual



BOYS & GIRLS CLUBS
OF THE BIG BEND

www.BGCBB.org



Welcome to the Boys & Girls Clubs of the Big Bend

On behalf of our board of directors, staff, youth and families, we are pleased to have you working with us and trust your volunteer experience will be rewarding.

This manual presents the volunteer policies and practices in effect at the club. Every effort has been made to establish policies that are fair and generally acceptable to our type of organization. However, when the Club believes that the individual needs or circumstances of a volunteer require special consideration, exceptions to the policies may be made. Important aspects of volunteerism have been included in this manual. The Club reserves the right to change from time to time any or all of the policies, procedures, rules, or benefits described in this manual.

This manual is for you, and it should be read carefully and kept for your reference. You may be assured that the Club, Boards of Directors and management are interested in you as an individual and as a volunteer of the Boys & Girls Clubs of the Big Bend.

Everyone connected with the Clubs work together as a team to provide a positive place for kids. The needs of Club member are a priority for all who work or volunteer here. Together we all can make a difference.

As volunteers, we hope that you sharpen your skills and enhance your talents during your involvement with the Clubs and its members.

History of the Boys & Girls Club of America

- Boys & Girls Clubs of America had its beginnings in 1860 with three women in Hartford, Conn.: Mary Goodwin, Alice Goodwin and Elizabeth Hammersley. Believing that boys who roamed the streets should have a positive alternative, they organized the first Club. A cause was born.
- In **1906**, several Boys Clubs decided to affiliate. The Federated Boys Clubs in Boston was formed with 53 member organizations – this marked the start of a nationwide Movement and our national organization.
- In **1931**, the Boys Club Federation of America became Boys Clubs of America.
- **2006** marked the Centennial year of Boys & Girls Clubs of America, as we celebrated **100 years** of providing hope and opportunity to young people across the country.
- **Currently**, the Boys & Girls Club is the oldest & largest American-born youth development program (Now serving 4 million children per year in all 50 states, Puerto Rico, Virgin Islands, domestic & international military bases).

Background of Boys & Girls Clubs of the Big Bend

The Boys & Girls Clubs of the Big Bend was founded in 1992 in Tallahassee, Florida by a group of individuals within the Tallahassee community. They were motivated by the belief that many young people in Tallahassee were not provided with the necessary programs and resources to help them avoid participation in substance abuse, crime and teen pregnancy. Rather than inventing a program for youth, they chose to associate with the Boys & Girls Clubs of America – a national organization with an excellent reputation and established programs having positive outcomes in working with at-risk kids.

Since our inception, the Boys & Girls Clubs of the Big Bend have strived to meet the needs of area youth by providing quality programming after-school and all day during the summer. Our past, present and planned activities primarily focus on our Formula for Impact Initiative. The priority outcomes for Formula For Impact are: 1) Academic Success – members are promoted to the next grade level and graduate from high school on time and ready for college, trade school, military service or employment. 2) Good Character & Citizenship – members become engaged citizens with strong moral character and involved in the community. 3) Healthy Lifestyles – members adopt a healthy diet, practice healthy lifestyle choices and make a lifelong commitment to fitness. Our seven (7) sites are located at Title 1, low-performing schools throughout both Leon and Gadsden Counties

 **Our Mission**

The Boys & Girls Clubs of the Big Bend seeks to “inspire and enable all young people, especially those who need us most, to reach their dreams and full potential as productive, responsible, caring citizens.

 **Core Beliefs**

The Boys & Girls Clubs of the Big Bend is more than just an after-school program. We are a life-changing and often, a life-saving program for all youth, with a special emphasis placed upon youth with socio-economic challenges and repeated exposure to other various factors that make them at-risk. We have a bold vision: that success is within the reach of every child and every child who enters our doors will be on track to graduate from high school with a plan for their future, demonstrating good character and citizenship, and living a healthy lifestyle.

 **Programming**

The Boys & Girls Clubs of the Big Bend takes pride in being the largest youth development organization in the Big Bend. Membership is open to all youth between the ages of 5 and 18. Our staff members are trained youth development professionals who are hired for their engaging, energetic and enthusiastic skills. They are here to help you provide the best experience for each child at our Clubs.

The Club provides diversified activities that meet the interests of all kids and teens. Core program activities enable kids to enhance self-esteem and to develop full potential. Based on the physical, emotional, cultural, and social needs and interest of youth, and recognizing developmental principles, the Club offers diversified program activities in five areas:

- Sport, Fitness and Recreation
- Education and Career Development
- The Arts
- Health and Life Skills
- Character and Leadership Development



Volunteer Job Description

Job Description: Assist in promoting members interest in educational and recreational program activities. Assist and maintain proper care, upkeep and operation of equipment used in program activity areas.

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

NOTE: Perform other duties/responsibilities as needed.

Key Roles: Assist Club staff in delivery of programs to ensure Youth Development Outcomes:

- **Program Implementation-** Initiate and help deliver positive and enriching programs to Club youth.
- **Safe, Positive Climate-** Contribute towards establishing a program setting that ensures the physical safety of members and enhances their personal growth.
- **Guidance-** Provide guidance and role modeling to members, working to motivate youth
- **Administrative-** Comply with the Club's administrative request and policies.



Rules and Procedures for Volunteers

Attendance

Volunteer staff fill are very vital to our Club members. Therefore, it is essential that volunteers be punctual and regular in attendance. Volunteers must sign in and out according to regulations established by the Club. 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 their supervisor as soon as possible of any planned or unexpected absence.

Orientation

All new volunteers will receive an orientation to the Club covering issues such as Club philosophy and the core programs.

Recording Hours

Each time you enter the building to serve as a volunteer, you must sign-in in the Volunteer Sign-In Book, located at the front desk.

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 a personal nature only when absolutely necessary and provided they are local, non-toll calls.

Cell Phones

Volunteers are allowed to bring personal cell phones with them to the building; however, at no time can a cell phone be used while a volunteer is on duty. The only reason a cell phone should be in use is in the case of an emergency

Personal Belongings

The Club cannot be responsible for the loss of personal funds or belongings, nor is the Club covered by insurance for such losses. Therefore, it is the responsibility of each volunteer to adequately safeguard personal belongings.

Management

Each volunteer will be assigned to a Club and report to either a staff member or a club director. All concerns, problems and suggestions should be brought to the Club Director or Volunteer Coordinator.

Medication/ Accidents

The Boys & Girls Club is NOT allowed, by policy, to dispense, store and/ or oversee medication of any kind, including all non-prescription medications. Staff and volunteers are only permitted to give club members

band aids and/ or ice bags. The Boys & Girls Clubs of the Big Bend strive to maintain a safe and secure environment. There is an assumed risk in many of our core programs, including, but not limited to sports.

Food

The Boys & Girls Club understand and appreciate the need for a healthy diet among all of our members. It is our goal to encourage healthy eating habits that promote the well-being of our youth. Each Club has a different policy regarding the provision of snacks. Additionally, each Club has a designated area for eating. Please keep food and drinks out of areas where such items are prohibited (library, computer lab, gym, etc.). Members are encouraged to bring their own healthy snacks and drinks (Please note that the refrigerators and microwaves are Not available for members). Water-fountains are available at all Clubs.

Transportation

Volunteers are forbidden to transport Club members in their personal vehicles.

Volunteer policy

Any potential volunteer convicted of a felony, or misdemeanor involving child endangerment, sexual deviance, or violence is not eligible to become a volunteer. Any volunteer candidate convicted of a misdemeanor directly related to the volunteer duties is not eligible to volunteer with the Boys & Girls Clubs of the Big Bend. Candidates convicted of any other misdemeanors that occurred within 7 years of the volunteer application date could be eligible volunteer at the discretion of the Volunteer Coordinator. All other candidates are fully eligible volunteers without bias.

Waiver of Liability

By signing the volunteer Agreement, I hereby waive all liability to the Boys & Girls Clubs of the Big Bend and its employees, for any and all injuries which may occur to me during my term of volunteer service with The Boys & Girls Clubs of the Big Bend.

Criminal Record Checks

All volunteers must submit to a criminal record check. The form is included in the volunteer application. We require a \$40 fee for this to be performed. Until the volunteer coordinator receives this payment, the volunteer process will be halted as the background check is submitted.

Appearance and Dress Guidelines

Boys & Girls Clubs Volunteers should dress appropriately for the activities. Jeans and casual wear are acceptable, although no clothing advertising tobacco or alcohol products is permitted. Clothing should also be clean, in good condition, and modest. Gym shoes are highly encouraged to be worn daily. Inappropriate clothing may include, but are not limited to: hats, halter tops, spaghetti straps, shirts with inappropriate slogans or products, shirts or pants that are too low cut, hats, flip flops, or shorts shorter than 2 inches below the knee.

Code of Conduct

One of the Clubs core beliefs is to provide a safe place to learn and grow. Positive attitudes keep the Club fun. In order to ensure the health, safety and welfare of our Club members, the Boys & Girls of the Big Bend will administer and enforce the following procedures:

-members will be held accountable for their actions at all times.

-At the Club, we aim to instill the values of respect, responsibility, appreciation, and commitment. -The Boys & Girls Clubs of the Big Bend use norms to operate the program. A norm is an expected behavior of a group. The norms established throughout the Club and are followed by all members, staff and volunteers.

Drug-Free Workplace

The Club is a drug-free workplace. The possession, use, or distribution of illegal drugs and-or alcohol is prohibited within our workplace environment. All volunteer staff are prohibited from entering the workplace under the influence of illegal substances and/or alcohol and are required to abide by the policy. All volunteers, staff and consultants are required to inform appropriate supervisors of policy violations.

Persons violating this policy will be subjected to disciplinary action which may result in dismissal.

Smoking and Tobacco Use

Use of tobacco products is prohibited in Club vehicles and on Club property and while engaging in Club activities.

WHAT KIDS NEED TO SUCCEED

Outcomes, expectations and goals for young people in Clubs

Positive Self-Identity: Youth have a healthy self-concept, a strong belief in their own self-worth and a sense of hope about their future. They are adept at setting and attending goals, confidently making the necessary decisions to achieve their life plans.

Competencies: Youth have the knowledge, skills, strategies and attitudes necessary to have a positive foundation for success. Youth become competent by mastering tasks, demonstrating to themselves that they can do things well.

Educational: Youth are proficient in basic educational disciplines and have the capacity to utilize technology. Having graduated from high school, they are motivated to pursue learning opportunities throughout their lives.

Employment: Youth have the skills and attributes to be successful in the work force, they are motivated to constantly develop new abilities and hone existing skills to maintain a competitive edge.

Social: Youth are able to develop and sustain positive relationships with others.

Emotional: Youth are able to recognize, reflect on and appropriately express their emotions, manage stress and cope with positive and adverse situations.

Cultural: Youth have an understanding and respect for their own cultural identity and for the cultures of others; they are able to contribute in a multicultural society and demonstrate tolerance for differences among people.

Community and Civic Involvement: Youth have a sense of belonging to their community, family, and/or group, and are willing to take civic responsibility. They work closely with others to contribute to the greater good.

Health and Well-Being: Youth live healthy lives, take part in regular fitness activities, are able to access health care resources and engage in positive behaviors. They use sound judgment about personal safety, nutrition and avoidance of alcohol, drugs and premature sexual activity.

Moral Compass: Youth have values enabling them to develop positive relationships with others. These values include honesty, a sense of justice and fairness, respect, caring and spirituality.

Youth Development Programs

CHARACTER & LEADERSHIP DEVELOPMENT

Keystone Clubs

Keystone Clubs are chartered small group leadership development clubs for young people ages 14 to 18. Keystoners elect officers, choose their own activities and plan and implement community service projects. A national charter entitles a Keystone Club to participate in regional and national Keystone conferences. *Funded by the Taco Bell Foundation.*

Youth of the Year

Sponsored by the Reader's Digest Foundation, the National Youth of the Year Program is designed to promote and recognize service to Club and community, academic performance and contributions to family and spiritual life. Competition begins with each Club selecting a Youth of the Year who receives a certificate and medallion then enters state competition. State winners receive a plaque and \$1,000 scholarship then enter the regional competition. Each of the five regional winners receives a \$10,000 scholarship and enters the national competition held in Washington, DC. The National Youth of the Year receives an additional \$15,000 scholarship, totaling \$26,000 in scholarships, and is installed by the President of the United States.

Torch Club

This small-group leadership development program, sponsored by Staples, is targeted to youth ages 11 to 13. Within some 700 Torch Clubs across the country, members elect officers and plan and implement their own activities and community service projects. Each Torch Club receives an official charter from Boys & Girls Clubs of America.

EDUCATION & CAREER DEVELOPMENT

Project Learn

Project Learn reinforces and enhances the skills and knowledge young people learn at school through "high-yield" learning activities at the Club and in the home. Based on Dr. Reginald Clark's research that shows fun, but academically beneficial activities increase academic performance, these activities include leisure reading, writing activities, homework help and games like Scrabble® which develop youth's cognitive skills. Project Learn emphasizes collaborations between Club staff, parents and school personnel. Formally evaluated by Columbia University, Project Learn has proven to boost the academic performance of Club members.

Power Hour: Making Minutes Count

A comprehensive homework help and tutoring program, POWER HOUR is designed to raise the academic proficiency of Club members ages 6 to 12.

HEALTH & LIFE SKILLS

Cavity-Free Zone

Cavity-Free Zone was developed in response to recent U.S. Surgeon General's report on oral health, which revealed a silent epidemic of oral disease in America, especially among disadvantaged youth. Cavity-Free Zone aims to improve the oral health of Club members ages 6 to 18 nationwide. Through oral health educational program materials, a Web site and collaborative efforts with local dental schools, dental societies and other health care agencies, Cavity-Free Zone will be a catalyst for change in providing dental services to disadvantaged youth. *Funded by Crest.*

Healthy Habits

Designed for ages 6 to 15, the program aims to incorporate healthy living and active learning in every part of the Club experience, Healthy Habits, which is also the "Mind" component of Triple Play: A Game for the Mind, Body and Soul, emphasizes good nutrition, regular physical activity and improving overall well-being. *Funded by Kraft Foods Inc. and The Coca-Cola Company.*

NetSmartz

NetSmartz teaches Internet safety skills through engaging multimedia activities and offline interaction with Club professionals in three age-appropriate modules: Clicky's Web World (for ages 6 to 7); NetSmartz Rules (for ages 8 to 12); and I-360 (for ages 13 to 18). Topics include personal safety, shopping safety and ethical use of the Internet. To learn more, youth ages 12 and younger can go directly to www.netsmartzkids.org; while teens, parents and Club staff can learn about Internet safety at www.netsmartz.org. BGCA collaborated with the National Center for Missing & Exploited Children to develop NetSmartz. *Funded by the U.S. Department of Justice, Office of Justice Programs.*

SMART Moves

The SMART Moves (Skills Mastery and Resistance Training) prevention/education program addresses problems such as drug and alcohol use and premature sexual activity. The program uses a team approach involving Club staff, peer leaders, parents and community representatives. More than simply emphasizing a "Say No" message, the program teaches young people ages 6 to 15 how to say no by involving them in discussion and role-playing, practicing resistance and refusal skills, developing assertiveness, strengthening decision-making skills and analyzing media and peer influence. The ultimate goal: to promote abstinence from substance abuse and adolescent sexual involvement through the practice of responsible behavior.

SMART Girls

An outgrowth of the popular and effective SMART Moves.

**For Questions and/or Additional Information Please Contact
Kallilah Butler, Volunteer Coordinator at:**

(850) 656-8100 ext. #303 or via email at kbutler@bgcbb.org