



BOYS & GIRLS CLUBS
OF THE NORTHLAND

Volunteer(s) Policy

Importance of Volunteers

The Boys & Girls Clubs of the Northland depend heavily on volunteers. They are an integral part of the atmosphere created for members. Many Club members need a positive adult role model in their lives. Whether you are interested in mentoring, interning, tutoring, providing career guidance, teaching a class, coaching or simply playing a game of hoops, volunteer experience at Boys & Girls Clubs of the Northland can be meaningful. The gift of time with these young people makes a difference – in your life and in theirs.

As a volunteer at the Boys & Girls Clubs of the Northland your primary function is: To assist in delivery of a variety of programs and activities provided in specific program areas. There are many ways that you can lend a hand:

- Program Volunteer
- Become a Mentor
- Tutor a child
- Coach a sports team
- Teach computer skills, digital art, choir, dance, etc.
- Special events volunteer
- Get your corporation to volunteer

Key Roles of a Volunteer

- To provide guidance and to be a good role model to Club members
- Maintain a safe environment for members physically, emotionally and socially
- Actively participate with Club members in assigned programs and activities
- Exhibit a respectful attitude towards the Club members
- Be adaptable, flexible and mobile when working with youth

Become a Volunteer

There are a few steps involved to become a Volunteer for the Boys & Girls Clubs of the Northland.

- If you are an individual:
 1. Complete the Volunteer Application online at bgcnorth.org or by paper and return to Administrative Assistant
 2. Receive email from VeriScreen requesting potential volunteer to submit information for a background check. Volunteers are required to pay for the cost of their own background check unless otherwise approved by CEO, CFO, or Director of Operations.
 3. Volunteers will be contacted by a Branch Director upon approval to schedule orientation and establish a consistent schedule for volunteering.

- If you are an individual / organization group or corporate group, volunteering **one time**:
 1. Contact the administrative office arrange an appropriate date / time.
 2. NOTE: Each group will be under supervision of a Boys & Girls Clubs of the Northland staff – no individual volunteer or group member(s) may be left unattended or alone with a Boys & Girls Club Youth. As a group or one time volunteer, volunteer applications are not required. (*Exceptions: If the group will be volunteering with the Club(s) more than one time OR if an individual decides he/she would like to volunteer additional times upon the completion of the group volunteer date, then any individual involved must fill out a volunteer application and pass a background check before participating with direct, repeated contact with children as an individual volunteer at our Clubs.*)

Background Checks

Boys & Girls Clubs or the Northland conducts criminal background checks of all employees, including minors; board volunteers and others who serve on a standing committee; and all other volunteers, including partners and minors, who have direct repetitive contact with minors.

Name-based or fingerprint-based record searches may be used in any combination, but the background check shall at a minimum:

- Verify the person's identity and legal aliases through verification of a social security number. Provide a national Sex Offender Registry search.
- Provide a comprehensive criminal search that includes a national search.
- Provide a comprehensive local criminal search that includes either a statewide or county level criminal search, depending on jurisdiction (*a current list of jurisdictions can be found at www.bgca.net/childsafety*).
- Include any additional background check criteria required by organizational policies, funding or licensing agencies or required in the applicable jurisdiction, such as motor vehicle records, child abuse registry or credit checks.

Such checks will be conducted prior to employment and at regular intervals not to exceed twelve months.

All background check findings shall be considered when making employment or volunteer decisions, and Boys & Girls Clubs or the Northland will not employ potential staff or engage potential volunteers if such individual:

- a. Refuses to consent to a criminal background check.
- b. Makes a false statement in connection with such criminal background check.
- c. Is registered, or is required to be registered, on a state or national sex offender registry.
- d. Has been convicted of a felony consisting of:
 - a. Murder
 - b. Child abuse
 - c. Domestic violence
 - d. Abduction or human trafficking
 - e. A crime involving rape or sexual assault
 - f. Arson
 - g. Weapons
 - h. Physical assault or battery
 - i. Drug possession, use or distribution in the last five years
- e. Has been convicted of any misdemeanor or felony against children, including child pornography.

Boys & Girls Clubs of the Northland will also conduct 2 reference checks on all potential volunteers.

Volunteer Guidelines & Expectations

- Prior to any contact with youth, volunteers must register for a BGCA Spillett Leadership University Account and complete the training titled: Child Sexual Abuse Prevention.
- Volunteers will sign in at the beginning and sign out at the end of each shift at the Club front desk. Volunteers must wear a lanyard while at the club that identifies them as a volunteer.
- All volunteers (individual and group) must be also in attendance of a Boys & Girls Clubs of the Northland Staff Member – youth and volunteers are not allowed to be left unattended or alone.
- Establish a consistent schedule for volunteering and adhere to that schedule. Notify the Branch Director or volunteer coordinator of any variations.
- Establish and maintain positive relationships with the youth. Make it a point to get to know the youth. Interact with them; learn their first names.
- Model good behavior and enthusiasm
- Use appropriate language (profanity and other inappropriate language is never allowed)

- Dress appropriately (i.e. no promotion of sex, drugs or alcohol use). Dress modestly and comfortably.
- Create a safe and welcoming environment for members physically, socially and emotionally.
- Use staff members as a resource. Staff are here to help with interactions with the Club members.
- There will always be a staff in each designated program area. You will never be responsible for an entire area by yourself, nor will you be responsible for discipline.
- Maintain professional boundaries with the Club members.

Professional Boundaries

Professional boundaries are very important to maintain when volunteering for the Boys & Girls Clubs. In addition to being a liability issue, failure to maintain professional boundaries can create a negative experience for you and our members. As a volunteer, you are expected to maintain a professional relationship between you and the Club members.

- No inappropriate touching or sexual conduct. Please limit all physical contact with the Club members.
- Volunteers should not lend money to members.
- Volunteers should not transport members in their personal vehicles.
- Personal information should not be given out to Club members (phone numbers, address, email, Facebook or any social media, etc.)
- Please do not accept any personal information from a Club member.
- Do not initiate any contact with our Club members outside of Club programming.

Confidentiality

As you get to know our Club members, you may be introduced to sensitive and extremely personal information about the youth. Every volunteer in the program must agree to treat all information pertaining to areas of concern and background with strict confidentiality. You are to share private information only with the volunteer coordinator and site supervisors.

When working with children, you are a mandated reporter and there are some things that should not be kept secret.

- Any time the volunteer learns about or suspects physical abuse, sexual abuse or neglect, the volunteer and volunteer coordinator or site supervisors are required by law to report the actions to the proper authorities.
- Any time the volunteer is concerned about the health or well-being of a child, please talk to the volunteer coordinator or a site supervisor.

Scheduling

Our members rely on consistency. To help us maintain that consistency, volunteers must follow their assigned schedules. All Volunteers and Guests must sign in at the beginning of their time at the Clubs and sign out at the end of their shift. Volunteers that are filling an

hours requirement are expected to fill out a time sheet at the beginning and end of each shift also. If you need a copy of your hours, please ask. If you are unable to volunteer at your assigned time, please let the volunteer coordinator or site supervisor know by phone or email.

Group volunteers (volunteers participating in programming in or outside of the Clubs) must also sign in and out as individuals.

Severe Weather

If schools are closed due to severe weather, contact the volunteer coordinator to see if the club site is open.



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Volunteer Orientation

I, the undersigned, have completed volunteer orientation and fully understand what is expected of me as a volunteer.

I will maintain acceptable boundaries and do my best to meet the expectations of the Boys & Girls Clubs.

I will strive to live out the mission of the Boys & Girls Clubs and provide a positive influence on its members.

Volunteer (print name): _____

Volunteer signature: _____

Date: _____

Supervisor signature: _____

Date: _____