



**BOYS & GIRLS CLUB
OF THE WEST VALLEY**

VOLUNTEER POLICIES & PROCEDURES

Definition: A registered volunteer is someone over the age of 18 who serves 16 hours per month or more than 32 hours per year. The volunteer could provide direct service to the members or do service projects without interacting with the members.

I. Volunteer Classifications:

- A. **Individuals** – a person volunteering short-term or ongoing with a specific time commitment.
- B. **Court Mandated** – a person who has court-mandated hours and meets the Club’s barrier crime requirement. The hours are dictated by the Court.
- C. **Community Volunteer groups** -These would include civic service organizations (Kiwanis, Rotary, Optimist, etc.), companies/businesses (employees working together from the same entity), or other outside groups which do not require membership fees (church groups). These groups typically want to do a one-time project, event, or activity.
- D. **Member Aides** – a person assigned to work with a special needs child at our Club, but who is not employed nor paid by the Club.

II. Volunteer Assignments:

- A. **Program Support** - they are in the program area as an expert or support to our Youth Development Professionals (YDPs). *Trained* Volunteers may be assigned to a group not to exceed the Club’s 1:20 ratio.
- B. **Administrative Support** - they are supporting the administrative staff of the Club to prepare program materials, data entry, supporting aspects of marketing and PR or Fundraising, etc.
- C. **Service Projects** - they are taking on a project and are not involved with our members. These projects include actions like Club beautification, decorating for special events, improvements, etc.

INTAKE PROCESS FOR VOLUNTEERS

- 1. Community Relations Coordinator must be informed of any individual/group interested in providing service to the Club.
- 2. A Volunteer Application must be completed and submitted to the Community Relations Coordinator.
- 3. All volunteers who have direct, repetitive interaction with youth must provide three references. If they volunteered at another BGC we must call the Club to obtain a reference.
- 4. All volunteers who have direct, repetitive interaction with youth must complete an annual background check (First Advantage and Live Scan).
- 5. All volunteers must participate in The Club’s Volunteer Orientation to ensure understanding of organizational policies and procedures for member, volunteer and staff safety (Emergency Procedures, Boundaries, Child Abuse, Anti-bullying Policy and Supervision/Positioning). They are required to sign the Volunteer Guidelines prior to the day of service.



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6. All volunteers who have direct, repetitive interaction with young people must watch the following training videos before providing services, and annually thereafter:
 - a. **BGCA- Keeping Your Boys & Girls Club Safe (child abuse prevention training)**
 - b. **BGCA-Duty to Report: Mandated Reporter (mandated reporting training)**
 - c. **BGCA-Abuse Risk Management - (grooming prevention training)**

*Community Relations Coordinator must track completion of required training before assigning volunteers to direct service with youth.

7. A volunteer must wear a volunteer badge while serving.

VOLUNTEER TRACKING

1. ALL volunteers must sign in *and* out in the volunteer binder each time they provide service at a site.
2. Coordinators are responsible for ensuring volunteers are following Club safety policies and procedures.

A ONE-TIME SERVICE PROJECTS/ADMINISTRATIVE SUPPORT – not youth-related service

1. The project must be pre-approved by a member of the executive team.
2. The group representative will be directed to the appropriate BGCWV staff member for ongoing support.
3. Minors accompanying an adult volunteer may never be left unattended during the one time service project.
4. All service projects are scheduled during non-programming hours.

VOLUNTEER STEWARDSHIP

1. All applications, Volunteer Guidelines and sign-in sheets are kept by the Community Relations Coordinator for reporting purposes.
2. The Community Relations Coordinator will ensure volunteers are thanked for their service in a timely manner.