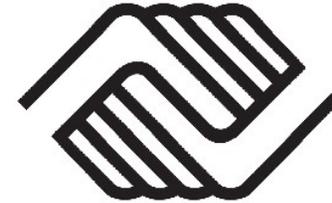


**Thanks
For
Volunteering!**



**BOYS & GIRLS CLUB
OF CORVALLIS**

**Volunteer
Handbook**

Edited July 2016



**BOYS & GIRLS CLUB
OF CORVALLIS**

Table of Contents

A Message from our CEO and Board President	3
Club Volunteers.....	3
Welcome to the Boys & Girls Club of Corvallis.....	4
About the Volunteer Handbook.....	5
Orientation.....	5
Confidentiality Agreement.....	5
Background Check.....	6
Placement.....	6
Attendance and Absenteeism.....	6
Helpful Tips for Mentorship.....	7
Dress Code.....	8
Safety Tips.....	8
Drug-free Workplace.....	9
Policy Against Harassment.....	9
Club Telephone/Computer Usage.....	10
Cell Phone Usage.....	10
Hour Tracking.....	10
Volunteer of the Month.....	10
Holiday Schedule.....	11

Holiday Schedule

Often our Club provides child care for non-school days. However, for major Holidays the BGCC also closes. The following schedule is when BGCC operations will be **closed** in 2017-2018

August 28th-September 1st: No Programming (Office Open)

September 4th: Labor Day

September 5th: No Programming (Office Open)

November 10th: Veteran's Day

November 23rd-24th: Thanksgiving

December 25th-29th: Christmas break

January 1st—New Years Day

January 15th: Martin Luther King Day

May 29th: Memorial Day

Club Telephone/Computer Usage

Good business practice dictates that our office telephones and computers be restricted to the business of the organization. Volunteers should restrict personal calls except in the case of an emergency. Club computers should not be used, unless discussed with a Program Manager or COO.

Cell Phone Usage

Volunteers are asked to keep phones away while they are volunteering. If volunteers need to keep phones on their person for emergency situations, we ask that any calls or texts be taken in the office or outside-not on the floor.

Hour Tracking

Volunteers use the Volunteer Computer located in the front office to clock in and out at the beginning and end of each service. If a volunteer needs verification of hours or a letter of recommendation, please contact the Volunteer Coordinator.

Volunteer of the Month

Volunteers are eligible to be selected as a Volunteer of the Month. Club staff and other volunteers may nominate an exemplary volunteer each month to receive the honor. A selection committee will choose a Volunteer of the Month from the nominations. The chosen Volunteer of the Month will be recognized by our board Members as well as on our website and newsletters.

A Message from our CEO and Board President

Thank you for the gift of your time in service of the thousands of local youth we serve through the Club. Volunteerism is at the heart of how we provide the valuable enrichment opportunities to our members. As a volunteer for the Boys & Girls Club, you are playing a vital role in providing positive, life enhancing mentorship to a child. We believe that you will find participating in the development of youth to be a memorable and inspiring experience that will not only change the life of a child, but will also change you! We deeply appreciate you giving of your time and your heart in such a meaningful way.

Helen Higgins
CEO

Michele Kellison
Board President

Club Volunteers

We welcome you as a Club volunteer! (You are joining our team of over 1000 volunteers every year that provide over 26,000 hours of service in support of our youth.

We work together as a team to provide a positive place for kids. The needs of our Club members are a priority for all who work here. Together, we make a difference!

We believe an enjoyable volunteer experience begins with pacing an individual's skills, talents, and time commitments to the needs of the Club. We work with each volunteer to individualize their experience to make it as meaningful as possible while working towards personal goals. Volunteerism at the Club is a partnership that ultimately benefits our members.

Welcome to the Boys & Girls Club of Corvallis

Vision

The Vision of the Boys & Girls Club of Corvallis is that all of our members graduate from high school, are work and college ready with skills that enable them to be self-sufficient, have a clear plan for their future, live a healthy lifestyle, and are responsible, caring citizens.

We believe that...

- Children are an integral part of a community and the future of our society.
- Our best hope for the future is to support growth and enrichment through challenging, fun activities with the guidance of caring adult role models.
- Children learn and develop through a choice of diverse experiences.
- Every child deserves equal access to community programs and resources.
- Adults gain immense satisfaction by personally contributing to the positive development of youth.

Our five core program areas...

Character and Leadership Development

Empowers youth to sustain meaningful relationships, develop a positive self-image, participate in the democratic process, and respect their own and others' cultural identities.

Education and Career Development

Youth master basic educational disciplines, apply their learning to everyday situations, and embrace technology to achieve career success.

Health and Life Skills

Young people learn to adopt positive, self-nurturing behaviors, set personal goals, and live as self-sufficient adults.

The Arts

Participants will develop creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts, and art education.

Sports, Fitness, and Recreation

Programs in this area develop fitness, positive use of leisure time, skills for stress management, appreciation for the environment and social skills.

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 staff & volunteers 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 are required to inform appropriate supervisors of policy violations.

Volunteers who violate this policy will be dismissed.

Policy Against Harassment

The Club will not tolerate any harassment of any volunteer relating to race, color, sex religion, national origin, age, or disability. Harassment includes, but is not limited to, slurs, jokes, other verbal, graphic or physical conduct relating to an individual's race, color, sex, religion, national origin, age, or disability. The Club will not tolerate any unwelcome sexual advance, request for sexual favors or any other conduct of sexual nature by a female or male. These actions constitute harassment when:

Submission to or rejection of such conduct is either explicitly or implicitly made a condition of volunteerism; or becomes the basis for a placement decision regarding the volunteer; or creates a hostile, offensive or fearful work environment.

Harassment of any nature is a serious offense. Retaliation against a volunteer staff member who makes charges of harassment is also serious and will not be tolerated. Harassment of retaliation will result in action, up to and including discharge.

Any volunteer believing he/she has been a victim of harassment should talk to their supervisor, Program Manager or Chief Operations Officer.

Dress Code

All volunteers will be provided with a volunteer vest to be worn while volunteering. The vests allow staff, members, and parents to easily identify volunteers.

Please avoid:

- Clothing with gang signs, promotion of alcohol or tobacco, or offensive material
- Baseball caps
- Open-toed shoes
- Excessive jewelry, body piercing and tattoos
- Short skirts, dresses, or shorts
- Spaghetti straps or low cut tops
- Excessive perfume or cologne

Safety Tips

Club members deserve the best possible examples of conduct, decorum and good citizenship. The behavior of volunteers sets the example for our youth to follow. It is expected that all volunteers will conduct themselves at all times in a manner reflecting the mission of the Club.

Limit physical contact.

Hugs are okay if appropriate. Follow 3 second rule.

Give a high-five or make a unique handshake!

No lap sitting. Not a jungle gym.

Leave the discipline to staff. Get help if you see anything inappropriate.

Youth Interaction

- Make children the priority!

About the Volunteer Handbook

This handbook is designed to provide an overview of the policies and procedures that will act as a guide for Boys & Girls Club volunteers. Much of the information contained here is the same as the information in our Employee Handbook.

This handbook cannot possibly cover all situations and conditions that might occur, but an attempt has been made to include the important aspects of volunteerism. The Club reserves the right to change any or all of the policies or procedures described.

We appreciate your commitment of time to serve the youth of Corvallis.

Online Assessment

All volunteers will need to read this handbook and pass a short online assessment before they begin their volunteer service. The assessment covers what the Boys & Girls Club of Corvallis is, what programs we offer, child safety regulations, and Volgistics, our online volunteer database. Orientations will be conducted in person by the Volunteer Coordinator.

Confidentiality Agreement

Information regarding youth, paid staff and volunteers, both verbal and written, is often privileged and confidential.

Personal information about our members is not to be released without written consent of the individual involved.

Background Check

All Club volunteers 18 and older will need to successfully pass a background check before they begin volunteering. The information provided on the Volunteer Application will be used to conduct the background checks. An incomplete application may delay the background check process.

All decisions regarding the results of background checks will follow the policies provided by the Boys & Girls Club of America.

Placement

Each volunteer will be placed in one or more specific program areas. Placement will be determined by the volunteers interest and skills, the volunteer's availability, and the Club opportunities available. If a volunteer is not placed in their first choice, they may have the opportunity to change placements when there is a vacancy. If a volunteer feels their placement is not a good fit, has concerns regarding their placement, or experiences issues with staff, they are encouraged to contact the Volunteer Coordinator.

Attendance and Absenteeism

Volunteers are a vital part of the Club experience for our members. Therefore, it is essential that volunteers are consistent, which includes showing up and showing up on time. Each volunteer will set an individualized schedule that best meets their needs and are requested to adhere to that schedule.

We do understand that situations may arise that interfere with your volunteer service. Please notify your supervisor or the Volunteer Coordinator as soon as possible of any planned or unexpected absences.

If absenteeism becomes excessive, your volunteer service with the Club will be reevaluated.

Helpful Tips for Successful Mentorship

Building positive relationships with an adult is one of the great experiences that the Club provides to our members. By volunteering with us, you become a mentor for our youth. The safety and security of youth is of utmost concern, so below are some important guidelines to follow.

- Introduce yourself to the members and learn their names.
- Treat each member with respect and dignity.
- Use positive language. Use redirection instead of punishment.
- Be dependable and keep your promises.
- Model appropriate behavior and attitudes.
- Maintain the rule of 3– you should never be alone with a member
- Do not take members out of the Club area.
- Do not accept money, goods or gifts from members (except items such as handmade crafts, notes, etc.).
- Do not give out any money to members, no matter how small the amount.
- Do not give members your phone number, address or social media information.
- Have fun!