



BOYS & GIRLS CLUB
OF NORTHERN WESTCHESTER

VOLUNTEER GUIDELINES

JOB TITLE: _____ Volunteer _____	DATE: _____
SUPERVISOR: _____	
AREA OF SERVICE: _____	

GENERAL FUNCTION:

The Volunteer will assist in the assigned area in accordance with the policies of the Boys & Girls Club.

QUALIFICATIONS:

In accordance with licensing standards, the Volunteer must be at least 16 years old. ***Special arrangements may be made with youth younger than 16 on a case by case basis.*** Volunteers MUST complete the required paperwork and screenings.

KEY RESPONSIBILITIES:

- Be familiar with and follow Boys & Girls Club policies.
- Assist in the assigned area, as determined by the Director of Operations or Teen Center Director.
- Follow directions and cooperate with the staff in charge of the assigned area.
- Commit to minimum of 6 weeks of consistent volunteer assistance.
- Attend any trainings or meetings scheduled that are pertinent to the volunteer’s service.
- Maintain a volunteer time sheet, which are kept in a binder at the front desk.
- Dress appropriately for indoor and outdoor activities with children.
- Participation by middle school and high school volunteers in one Keystone or Torch Club service project is suggested.
- For lateness or absence, adult volunteers should contact Barbara E. Cutri, Director of Operations, 914-666-8069, ext. 107 – bcutri@bgcnw.com. Teen volunteers should contact Athenia Lee, Teen Center Director, 914-733-0033 – alee@bgcnw.com.

I HAVE READ AND UNDERSTAND THE ABOVE AND AGREE TO THE TERMS SET FORTH THEREIN.

Volunteer Name *(please print)*

Volunteer Signature

Date

If volunteer is under 18 years of age, parent signature required.

Parent Name *(please print)*

Parent Signature

Date