



**BOYS & GIRLS CLUB
OF THE REDWOODS**

Office Only
Placed At:

Volunteer Job Application

Please complete both pages

ATTN: Please note there will be a \$15 processing fee for all Non HSU or CR Students.

First Name: _____ Middle Name: _____ Last Name: _____

Phone: H _____ W _____

Address: _____

City: _____ State: _____ Zip: _____ birth date: _____

Email Address: _____

Emergency contact: _____ Phone: _____

I. BACKGROUND

Education Background: _____

Current Employer/School: _____

Skills & Interests: _____

Do you have any special certifications, licenses or degrees?

II. AVAILABILITY

Please list your available hours for volunteering at the Boys & Girls Club:

Monday _____ **Thursday** _____

Tuesday _____ **Friday** _____

Wednesday _____ **Saturday** _____

Sunday _____

What age group would you like to work with? _____

III. REFERENCES

How did you hear about us?

Client agency, which one: _____ Advertisement _____

Referred by a friend or B&G member Other: _____

List name and phone of two personal references (other than family):

Name: _____ Phone: _____ Known Since: _____

Name: _____ Phone: _____ Known Since: _____

Have you ever been convicted of anything other than a minor traffic violation? Yes or No

If yes: Date: _____ County: _____ State: _____

Type of conviction: _____

I give my permission for the Boys and Girls Club of the Redwoods to contact the references I have listed.

Signature

Date

Please read and complete page 2 & 3

Office Use Only:

Date Application Received: _____

Collected By: _____

Site Name

Initial Call: _____

Date & Time

Interview: _____

Date & Time

Accepted as Volunteer: No ___ Yes ___



Volunteer Policies:

- 1) Dress appropriately. Policies on dress codes are applicable to volunteers and staff.
- 2) Do not smoke anywhere within the view of the building.
- 3) Obscene language, inappropriate conversation content and aggressive behavior will not be tolerated by members, volunteers, parents or staff.
- 4) If a member is not following behavior guidelines, make them aware of this in a respectful manner. It is important to be consistent when working with members and the consequences of their behavior. Please tell a staff member and we will follow through if a member has violated the policy. It is okay to redirect a child to an alternate activity or ask them to take a five minute "time out" so they can sit and think about their **behavior** and what they might have done differently for better resolve.
- 5) Please do not bring in special treats, etc. without first consulting with staff. Do not give or loan money to any member.
- 6) Members may want to see you outside the Boys & Girls Club, and that is not allowed. This includes giving them rides home, to school, meeting at the park, for pizza, etc.
- 7) Members respond best to positive statements first and constructive criticisms. (Such as how to make improvements when drawing, playing basketball, etc.)
- 8) If you are facilitating an activity, be as creative and assertive as possible. If you are too submissive the members will "walk" all over you. If you are having a hard time, please ask for assistance from another staff member.
- 9) Members may begin to feel comfortable opening up to you. Should this happen, please do not council or give controversial advice. If you share personal experiences, please make sure that they are appropriate for the maturity level of the member. Please suggest that the member talk to a trained staff member about personal issues.
- 10) Please respond to a trained staff member at once about any injuries or conversations, in which you suspect the member may be experiencing neglect, emotional, physical, or sexual abuse.

I _____ have read the above policies on volunteer for the Boys & Girls of the Redwoods and understand them fully. If I ever have any questions on policies, I will check with a staff member for clarification.

Volunteer Signature: _____ Date: _____

Last revised 4_2013



**BOYS & GIRLS CLUB
OF THE REDWOODS**

3117 Prospect Ave. Eureka, CA 95503
(707)441-1030

AUTHORIZATION TO RELEASE INFORMATION

My signature below evidences my understanding that I am being considered for the position of _____ at _____ and that I hereby authorize the Boys & Girls Club of the Redwoods to receive any criminal history record information pertaining to me which may be in the files of any state or local criminal justice agency in California. I further understand that information obtained during the investigation may be used as a basis for the denial of appointment or reappointment, as well as termination when appointed to the above position pending completion of my records check investigation. I understand that refusal to sign this release will result in termination of the appointment process. All information I hereby authorize to be obtained will be held strictly confidential.

I certify that the following information is my true and complete legal name and that all information contained herein is true and correct to the best of my knowledge.

Print Full Name

Former Names and Time Frames

Sex Ethnicity DOB SSN

Driver's License Number State of Issue Expiration date

Print Current Full Address Dates Occupied

Previous Address Dates Occupied

Signature Date

Witness to Signature Date