



BOYS & GIRLS CLUB
OF WALKER COUNTY

Volunteer Instruction Information

Welcome to the Boys & Girls Club of Walker County

We thank you for wanting to volunteer at the Boys & Girls Club of Walker County. We are an after-school program that offers a variety of educational programs and activities for our Club members, ages 5 – 13 years of age.

Our daily schedules consist of providing an afternoon snack, homework assistance/tutorials, indoor and outdoor recreational activities.

Please be sure to sign in and out at the front desk in the volunteer book.

Listed below are specific duties for our volunteers:

1. When club members arrive by bus to the Club you can assist with serving snacks and cleaning the kitchen after snacks have been distributed.
2. Club members are now ready for “Power Hour” (homework/tutorials). You will assist students with homework assignments, reading, and tutorials.
3. Once “Power Hour” ends Club members can choose a variety of indoor/outdoor activities to participate in. You will be assigned an area to interact with Club members as they engage in fun recreation.
4. The Boys & Girls Club has to be thoroughly cleaned daily and supplies and equipment returned to their proper storage area. You will assist Boys & Girls Club staff in cleaning the facility.
5. If there is a specific talent that you have and would like to share with our Club members, contact the Club site director to discuss it.

Thank you again for volunteering at the Boys & Girls Club of Walker County. If you have questions contact the administrative office at 936-291-6054.



BOYS & GIRLS CLUB
OF WALKER COUNTY

APPLICATION FOR VOLUNTEER POSITION

PLEASE PRINT CLEARLY

Name: _____ Phone Number: _____

Residence: _____
(Street) (City) (State) (Zip)

Email Address: _____

Have you ever volunteered at the Boys & Girls Club or similar organization before? YES NO

If yes, where? _____ When? _____

Do you possess a legal and current driver's license? YES NO

License Number: _____ Do you own a car? YES NO

BUSINESS/PERSONAL REFERENCES WHOM WE MAY CONTACT

NAME	ADDRESS	PHONE	OCCUPATION

Current Place of Employment: _____

Position: _____

Address: _____

Have you been convicted of a crime other than a minor traffic violation? YES NO

If yes, please explain:

EDUCATION

School Attended	School Name and Location	Area Studied	# of years	Grad. Date
High School				
College				
Spec Training				

Other skills, interests, or hobbies: _____

VOLUNTEER POSITIONS AVAILABLE

Rank in order of interest:

_____ **GENERAL**

Perform general duties such as answering phones, making copies, data entry, etc.

_____ **TUTORING**

Assist with homework, reading computers, games, and other educational activities.

_____ **ATHLETICS**

Assist with serving, scorekeeping, coaching, practices, etc.

AVAILABILITY

Circle the days/times you are available:

SCHOOL YEAR:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	6:30-7:30 am	6:30-7:30 am	6:30-7:30 am	6:30-7:30 am	6:30-7:30 am
	3-5:30 pm	3-5:30 pm	3-5:30 pm	3-5:30 pm	3-5:30 pm

SUMMER:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
	9-11 am	9-11 am	9-11 am	9-11 am	9-11 am
	12-2 pm	12-2 pm	12-2 pm	12-2 pm	12-2 pm
	2-4 pm	2-4 pm	2-4 pm	2-4 pm	2-4 pm
	4-6 pm	4-6 pm	4-6 pm	4-6 pm	4-6 pm

I agree to perform my duties according to the policies of the Boys & Girls Club of Walker County. I agree to follow the work schedule for the performance of any duties.

_____ Signature of Applicant

_____ Date

PLEASE DO NOT WRITE BELOW THIS LINE

Interviewed by: _____ Date: _____

Was applicant accepted as a volunteer? YES NO If no, why not?

Did applicant receive orientation? YES NO Did applicant receive written description of duties? YES NO

Site applicant is assigned to? _____ Supervisor: _____

ATTACH SIGNED JOB DESCRIPTION IF ACCEPTED