



BOYS & GIRLS CLUBS
OF SOUTHWEST COUNTY

Volunteering at the Boys & Girls Clubs of Southwest County

INTRODUCTION

The Boys & Girls Clubs of Southwest County is a youth development organization that impacts the lives of nearly 8,000 children each year. Through caring, dedicated staff and enriching programs, we inspire and enable all youth to reach their full potential.

Since its founding in 1991, the Boys & Girls Clubs of Southwest County has been at the forefront of youth and character development, working with young people from all economic, social and family circumstances. Our organization offers young people what they need and want most: adults who respect and listen to them, a safe environment where they can have fun and be themselves. The clubs offer many enriching programs and fun activities to provide positive personal growth experiences for the local youth, while in a safe, supervised and structured environment.

The Boys & Girls Clubs of Southwest County is the fastest growing youth development agencies in Southwest Riverside County, serving more than six hundred young people each day. We currently have before and after school programs at four clubhouses and three school sites, three in Temecula, one in Murrieta, and three in Lake Elsinore.

YOU CAN MAKE A DIFFERENCE....

On any given school day in Southwest Riverside County, the bell will ring and 74,000 children will leave school. Some will go home to a parent, some will go to an after school program. But the majority will be unsupervised and will go it alone; entering what is the most dangerous time of the day for kids. Research from the Department of Justice indicates that youth-related crime doubles between 3 p.m. and 8 p.m. every weekday. Today's youth face many challenges: violence, family problems, and peer pressure regarding sexual activity, drugs and alcohol.

If our youth are to grow up and become productive citizens of society, they need a place away from these threats. A place where caring adults can help them develop the skills and self-confidence to say, "No" to risky behaviors.

Each year hundreds of people spend thousands of hours of their personal time to volunteer at the Club. Be it volunteering helping with homework, coaching an athletic team, helping with a special event or repairing and maintaining our facilities, our volunteers enable us to go and grow, making a positive difference in the lives of thousands of boys and girls. The Boys and Girls Clubs of Southwest County offers that and more.

Your investment of time helps guarantee a strong future for our young people and our community. The rewards are shared by everyone; especially the children who represent our community's future.

Volunteers are an essential part of our programs at the Boys & Girls Club of Southwest County. We are looking for volunteers who can commit to at least one hour per week for 3 months. You will work with club members, ages 6-18.

VISION STATEMENT

The Boys & Girls Clubs of Southwest County will continue to be the premier youth development organization, while expanding locations and developing programs that best serve our growing community.

MISSION STATEMENT

Turning no child away, the mission of the Boys and Girls Clubs of Southwest County is to inspire and enable all youth to realize their full potential as productive, responsible, and caring citizens by providing stimulating and challenging programs through interaction with dedicated caring people.

CORE BELIEFS

A Boys & Girls Club provides:

- A safe place to learn and grow
- Ongoing relationships with caring, adult professionals
- Life-enhancing programs and character development experiences
- Hope and opportunity

We achieve our mission by promoting 5 core programming areas:

Education and Career Development Enables Club members to become proficient in basic educational disciplines, apply learning to everyday situations and embrace technology to achieve success in school and careers. Club members participate in a variety of learning activities to promote the development of critical thinking skills, reading and writing.

Character and Leadership Development Empowers youth to support and influence their Club and community, sustain meaningful relationships with others, develop a positive self-image, participate in the democratic process and respect their own and others cultural identities.

The Arts Enables youth to develop their creativity and cultural awareness through knowledge and appreciation of the visual arts, crafts, performing arts and creative writing. Club members participate in a variety of culturally enriching field trips to the theater, museums and other arts venues.

Health and Life Skills Develops young peoples capacity to engage in positive behaviors that nurture their own well-being, set personal goals and live successfully as self-sufficient adults. Participants are exposed to comprehensive prevention programs to help them make appropriate choices regarding the use of drugs and tobacco, premature sexual activity, gang involvement, and violent behaviors.

Sports, Fitness and Recreation Develops fitness, positive use of leisure time, skills for stress management, social skills, and appreciation for the environment. Club members are able to participate in organized team sports such as basketball, baseball, flag football and soccer.

WAYS TO VOLUNTEER

Mentoring

Our mentors are caring individuals who, along with parents or guardians, provide our members with emotional support, counsel, friendship, reinforcement, and a constructive example in a structured and trusting relationship. At BGCSWC, our mentorship program consists to three components: one-on-one mentorship, group mentoring, and peer mentoring. By becoming a part of the social network of adults and community members who care about our members, the mentor can help members reach positive academic, career, and personal goals, thus deepening the impact.

Project Learn

This integrated learning enhancement experience consists of Homework Help and Tutoring as well as High-Yield Learning and Leisure Activities using traditional teaching and learning methodology. Volunteers are needed for tutoring and helping members with homework. Imagine helping a child with their paragraph of the week or becoming that consistent weekly reading buddy. Volunteers also help out with Math, Science, and Language Arts. Ignite the spark and help a youth in your community become a lifelong learner.

Diversity Enrichment

Do you speak other languages? Assist community children with translation, introduction to a new culture and socialization opportunities.

Sports Coaches & Referees (Basketball, Baseball, Golf, Football and Soccer)

Want to share your talent in sports with youth between the ages of 6-9 or 10-12 and 13 and

above? The joy you will feel when a child you have been working with scores a goal or a home run is immeasurable.

Leadership Workshops (Communication, Team Work, etc.)

Do you have a flare for public speaking? Share your ideas in tools & technique workshops for youth aspiring to be our next great leaders.

Career & Life Skills Mentorship (Resume writing, interviewing skills)

Picking a career can be scary; did you have someone you could talk to about career choices? You can help shape the life of a youth in your community.

Administrative Support, IT Assistance & Data Entry

Do you enjoy office work? Are you a techie? Just want to pitch in? IT assistance and support is always welcome to our growing organization.

Special Events & Field Trip Support

We have a number of community events throughout the year, attracting a wide variety of individuals and corporations. If you enjoy logistics, are creative or just want to help, we would love to have you! Field trips are an integral part of Boys & Girls Clubs programming. We could use your help to keep our children safe while they are outside of the building.

We have other volunteer opportunities in the following areas:

- Photography
- Culinary Arts
- Martial Arts
- Arts and Crafts
- Music
- Drama
- Dance
- Partnerships
- Executive Partners
- Corporate Partners
- Adopt-a-Club Program
- Fundraising
- Maintenance
- Custodial
- Landscaping
- Plumbing
- Painting
- Repairs

VOLUNTEER REQUIREMENTS

Our volunteers need to be consistent, caring, flexible and motivated to work with children. You also must meet the following requirements before we can assign you to a Club:

- 14 years of age
- Complete a volunteer application
- Conduct an interview with a Club Supervisor
- Pass a criminal background check – (any convictions for drugs, alcohol, DUI, violent crimes against children or any violent crimes will prohibit you from volunteering) All volunteers 18 and older are required to undergo this background check before working with children.
- If under 18, two telephone references are required.

GUIDELINES FOR VOLUNTEERS

At the Boys & Girls Clubs of Southwest County, we truly believe that volunteers do make a difference! We rely on them in various ways to help support the critical systems necessary to make our organization run. Volunteer roles include providing crucial administrative support, helping to maintain our facility, working directly with students, assisting with special events, and several other services. We are so glad that you have chosen to be part of our team! We ask all our volunteers to pay close attention to the items below to help ensure you have a positive and fulfilling experience with us.

Expectations

You can expect:

- respect from all BGCSWC staff
- a welcoming, friendly, and supportive team environment
- an opportunity to broaden your understanding of this community
- to be supplied with the necessary tools to do your job adequately
- to significantly contribute towards BGCSWC accomplishing its vision and mission

Signing In and Out (Recording Your Volunteer Hours)

The club values your time! While many of your contributions of talents and enthusiasm are immeasurable, your time can be measured. Upon arrival at the club, please remember that it is imperative for you to sign in immediately at the front on a Volunteer Time Card. (Your supervisor will show you where these are located.) It is equally important that you sign out when you leave as well. In addition to knowing who's in and out of the building for safety reasons, BGCSWC uses this information to advocate for funding. Volunteer hours are used on grant applications and other reports to our supporters, as well as volunteer recognition purposes. Please be sure to make this a priority each time you visit our offices.

Dress Code

The Club supplies volunteers with t-shirts to be worn while on duty. Volunteers should dress in appropriate attire. Please wear close toed shoes at all times.

Reporting Suspected Child Abuse and Neglect

Any volunteer who has reason to believe that a child has been subject to abuse or maltreatment must report it. It is recommended that the volunteer report their suspicion to the site supervisor. The Club is a mandated reporter and will call Child Protective Services. The following circumstances should be reported: neglect; malnutrition; sexual abuse; physical injury; mental injury and/or failure to provide sustenance, clothing, shelter or medical attention.

Confidentiality

By Club policy, you must keep information you learn about members between yourself and your assigned supervisor. A misplaced comment can be devastating to a member, a family and the club volunteer program. If you do have questions or concerns, talk with the person responsible for the volunteer program at the club.

Attendance/Punctuality

Reliability is expected of all volunteers. You may schedule your volunteer hours by contacting your club staff supervisor. Once you have signed up for a shift, we consider you assigned to that day and shift unless you notify your supervisor. If an emergency arises and you cannot make your scheduled shift, please contact your Club supervisor as soon as possible. Please don't be a no-show. We count on your attendance once you commit to a volunteer position.

Checking In & Out

Because the members' safety is the responsibility of the club, always report to the office/front desk before you begin your volunteer activity. Sign-in on your time sheet and obtain your t-shirt. Wearing your t-shirt while in the building and during your volunteer activity will ensure that club staff and members can easily identify you.

Emergencies

In case of emergency, or when you have concerns for member safety, please report immediately to a club staff member.

If you need help

If you need more instructions in order to perform a task, just ask. If you want to change your assignment, discuss your options with the site supervisor.

Additional Guidelines

- Volunteers should not leave members unattended for any length of time.
- A volunteer should not be alone with one child.
- The program takes place only at the Club and does not encourage or approve of relationships established between volunteers/youth and family members beyond the organized and supervised activities of the Club.
- Volunteers will never use, possess or be under the influence of alcohol or illegal drugs while volunteering for the Club.
- Smoking or use of tobacco products on Club property or in the presence of children or parents during Club hours is prohibited.
- Volunteers should treat children of all races, religions and cultures with respect and consideration.
- Volunteers will use positive techniques of guidance, including redirection, anticipation of and elimination of potential problems, positive reinforcement and encouragement rather than competition, comparison or criticism.
- Volunteers will not use profanity in the presence of children or parents.
- Volunteers will portray a positive role model for youth, including but not limited to maintaining an attitude to respect, loyalty, patience, courtesy, tact and maturity.
- The Club is a positive and safe environment for our members. Please feel free to be friendly with members, while at the same time maintaining good healthy physical and emotional boundaries.

Ask Your Supervisor About:

Find out about:

- The building layout and parking facilities
- Discipline and club policies
- What is expected of you as a volunteer
- What to do if you are absent
- Evacuation plans, fire drills and safety rules