

Job Title: Volunteer Community Service Coordinator	Date: 2010/2011
Organization Name: Boys & Girls Club of Sparta	
Contact Information: Jennifer Simunich, Program Director	
Major Objectives:	
Coordinate community service projects for youth members of the Boys & Girls Club of Sparta to accomplish.	
Duties & Responsibilities:	
<p>The individual in this position will be responsible for working with children and staff to accomplish community service projects:</p> <ul style="list-style-type: none"> • Make contacts with organizations in the Sparta community that are looking for assistance from the youth members at the Club. • Create a data base of contact information for organizations and the potential community service projects with those organizations. • Create a calendar of potential community service projects. • Work with the youth members to determine who will work on the projects, create a plan for each project and create a list of supplies for each project. • Work with the Program Director on securing supplies and other resources that may be needed to complete the projects. • Some projects may include fund raising for supplies to complete the projects or to raise funds for the organizations. • Encourage and model good leadership, honesty, and respect. • Demonstrate good character. • Spend time with and manage children in the Club setting and in the community. • Giving advance notice of your upcoming absence whenever possible. 	
Qualifications & Requirements:	
<ul style="list-style-type: none"> • Knowledge and experience with youth. • Some computer experience is helpful. • Volunteers must be comfortable dealing with a culturally diverse population. • Client dignity is very important. Clients are to be treated with respect at all times. • Volunteers must sign a client confidentiality agreement before they start volunteering. • Volunteers must fill out a volunteer application. • Volunteers must fill out a background check form if 18 years of age or older. • Volunteers must be a registered Boys & Girls Club member if 18 years old and younger. 	
Orientation & Training:	
<ul style="list-style-type: none"> • Volunteers will receive on-the-job training for this position regarding Club procedures and policies. 	
Times Needed & Places of Work:	
<p>Shifts are a minimum of 1 hour. Volunteers should arrive 15 minutes before their scheduled start time. School Year Mondays – Fridays: 3:45 pm –6:30 pm Summers Mondays – Fridays: 6 a.m. – 6 p.m.</p>	
Commitment Required:	
<p>This is a volunteer position that is critical for day-to-day program at the Boys & Girls Club of Sparta. Volunteers are requested to be available to work at least two 2 hour shifts each week but scheduling is flexible.</p>	
Benefits:	
<ul style="list-style-type: none"> • Great feeling of satisfaction and knowing you have helped others. • Wonderful way to build a resume as well as gain references and network. • Receive free training working in a youth based facility and work experience. • Great opportunity to meet other volunteers and community members. • Opportunities to work with community members in the field of youth programming. 	