

| | |
|--|------------------------|
| Job Title: Volunteer Stretch and Toning Instructor | Date: 2010/2011 |
| Organization Name: Boys & Girls Club of Sparta | |
| Contact Information: Jennifer Simunich, Program Director | |
| Major Objectives: | |
| <ul style="list-style-type: none"> Act as primary instructor of stretching and toning classes for youth grades three through twelve and ensuring each child is being engaged in activity while maintaining safety. | |
| Duties & Responsibilities: | |
| <p>The individual in this position will be responsible for planning and implementing stretching and toning classes for a set period of time.</p> <ul style="list-style-type: none"> Designing and distributing informational fliers. Maintaining attendance of participants. Performing thorough lesson plans. Implementing instructional classes for stretching and toning. Giving advance notice of your upcoming absence whenever possible. | |
| Qualifications & Requirements: | |
| <ul style="list-style-type: none"> Outgoing individuals are best suited for this position. Knowledge and training in stretching and toning. Some computer experience is essential. Volunteers must be comfortable dealing with our culturally diverse population. Client dignity is very important. Clients are to be treated with respect at all times. Client confidentiality is also very important. 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. 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. We request that volunteers are available to work at least one 1 hour shift each week.</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. Helping youth adopt a healthier lifestyle and instilling that exercise can be fun. | |