

Job Title: Volunteer Program Aide	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 an aide to the Program Director of the Boys & Girls Club of Sparta. Assist with curriculum and program development, special events, marketing projects, and data collection. 	
Duties & Responsibilities:	
<p>The individual in this position will be responsible for assisting the Program Director with program development, marketing, and special events.</p> <ul style="list-style-type: none"> Designing and distributing informational fliers. Assisting with preparing program materials and equipment. Developing and organizing lessons. Creating informational publications and data bases. 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 experience with youth curriculum. 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 2-3 hour shifts 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. Opportunities to work with community members in the field of youth programming and marketing. 	