

Volunteer	Location	Supervisor
Name (Last, First):	Bldg Name:	Name, Title:
Email:	Street Address:	Email:
Phone:	Phone:	Phone:

Volunteer Job Description: Office Support

Mission of the Boys & Girls Clubs of Greater Fort Worth:

The Boys & Girls Clubs of Greater Fort Worth is dedicated to providing enriching programs for youth from disadvantaged circumstances to develop the qualities needed to become responsible citizens.

Purpose:	Assist the Administrative Staff to create a pleasant work environment and help staff work more efficiently.
Responsibilities:	Greeting visitors; light phone; mail sorting; clerical; special event support.
Skills, Requirements:	Outgoing personality; professional manner/attire; organizational skills. Computer skills desired. Spanish desired. Must pass a background check. There is a 30-day trial period for this assignment.
Minimum Time Required:	1 – 4 hours per week for 12 weeks
Target Dates:	Ongoing.
Training:	Club video. Hands-on direction from the Administrative Staff.
For Volunteer questions, contact:	Connie Cervantez ccervantez@fortworthkids.org 817.834.4711 ext 201

I will make a difference!

As a volunteer, I will help fulfill the mission of the Boys & Girls Clubs of Greater Fort Worth. I will use my abilities to strengthen the Club through my volunteer responsibilities.

My Understanding

I accept the above, which represents by understanding of my volunteer activities.

Volunteer

Date

Volunteer	Location	Supervisor
Name (Last, First):	Bldg Name:	Name, Title:
Email:	Street Address:	Email:
Phone:	Phone:	Phone:

Volunteer Job Description: Specially Arranged Projects

Mission of the Boys & Girls Clubs of Greater Fort Worth:

The Boys & Girls Clubs of Greater Fort Worth is dedicated to providing enriching programs for youth from disadvantaged circumstances to develop the qualities needed to become responsible citizens.

Purpose:	Through meaningful activities and support, enhance the daily experience of youth who attend our Clubs.
Responsibilities:	Host a fun/educational activity for kids in our Clubs. Examples: Cooking demonstration, cake decorating, dance, health & hygiene, yoga, etc. <i>Use your special skill and imagination!</i>
Skills, Requirements:	Your unique skills and expertise Must pass a background check. There is a 30-day trial period for this assignment.
Minimum Time Required:	Activity at one Club (you are encouraged to present this activity at more than one Club if desired)
Target Dates:	Determined by volunteer, branch supervisor, and Volunteer Coordinator
Training:	Club video.
For Volunteer questions, contact:	Connie Cervantez ccervantez@fortworthkids.org 817.834.4711 ext 201

I will make a difference!

As a volunteer, I will help fulfill the mission of the Boys & Girls Clubs of Greater Fort Worth. I will use my abilities to strengthen the Club through my volunteer responsibilities.

My Understanding

I accept the above, which represents my understanding of my volunteer activities.

Volunteer

Date

Volunteer	Location	Supervisor
Name (Last, First):	Bldg Name:	Name, Title:
Email:	Street Address:	Email:
Phone:	Phone:	Phone:

Volunteer Job Description: Homework Helper/Tutor

Mission of the Boys & Girls Clubs of Greater Fort Worth:

The Boys & Girls Clubs of Greater Fort Worth is dedicated to providing enriching programs for youth from disadvantaged circumstances to develop the qualities needed to become responsible citizens.

Purpose:	Through targeted, consistent educational support, help Club youth reach the next grade level and/or graduate from high school.
Responsibilities:	Help Club youth with homework, reading, computers, games, and other educational activities.
Skills, Requirements:	<p>Previous experience working with youth highly desired. An interest in working with youth in a group setting. Content knowledge of the students' homework assignments (volunteers may specify the age/content they are comfortable with). Positive, non-judgmental attitude. Strong communication skills. Sensitivity to the educational and psychological issues affecting disadvantaged youth.</p> <p>Must pass a background check. There is a 30-day trial period for this assignment.</p>
Minimum Time Required:	1 hour per week for 12 weeks – <i>It is very important for our Club members to experience consistency and trust with adults.</i>
Target Dates:	After school during the school year
Training:	Club video. Tutoring Tips handout.
For Volunteer questions, contact:	Connie Cervantez ccervantez@fortworthkids.org 817.834.4711 ext 201

I will make a difference!

As a volunteer, I will help fulfill the mission of the Boys & Girls Clubs of Greater Fort Worth. I will use my abilities to strengthen the Club through my volunteer activities.

My Understanding

I accept the above, which represents my understanding of my volunteer responsibilities.

Volunteer

Date

Volunteer	Location	Supervisor
Name (Last, First):	Bldg Name:	Name, Title:
Email:	Street Address:	Email:
Phone:	Phone:	Phone:

Volunteer Job Description: Athletics Volunteer

Mission of the Boys & Girls Clubs of Greater Fort Worth:

The Boys & Girls Clubs of Greater Fort Worth is dedicated to providing enriching programs for youth from disadvantaged circumstances to develop the qualities needed to become responsible citizens.

Purpose:	Through athletic activities and events, enhance the daily experience of youth who attend our Clubs.
Responsibilities:	Assist with scorekeeping, coaching, practices, etc. during athletic activities and events.
Skills, Requirements:	General knowledge of sports. Some athletic ability. Previous experience working with youth, preferably with sports (volunteers may specify a sports preference). An interest in working with youth in a group setting. Positive; non-judgmental attitude. Sensitivity to the issues affecting disadvantaged youth. Must pass a background check. There is a 30-day trial period for this assignment.
Minimum Time Required:	1 hour per week for 12 weeks – <i>It is very important for our Club members to experience consistency and trust with adults.</i>
Target Dates:	School year: Weekdays after school Summer: Anytime
Training:	Club video. Sports video.
For Volunteer questions, contact:	Connie Cervantez ccervantez@fortworthkids.org 817.834.4711 ext 201

I will make a difference!

As a volunteer, I will help fulfill the mission of the Boys & Girls Clubs of Greater Fort Worth. I will use my abilities to strengthen the Club through my volunteer activities.

My Understanding

I accept the above, which represents by understanding of my volunteer responsibilities.

Volunteer

Date

Volunteer	Location	Supervisor
Name (Last, First):	Bldg Name:	Name, Title:
Email:	Street Address:	Email:
Phone:	Phone:	Phone:

Volunteer Job Description: Sorting Assistant

Mission of the Boys & Girls Clubs of Greater Fort Worth:

The Boys & Girls Clubs of Greater Fort Worth is dedicated to providing enriching programs for youth from disadvantaged circumstances to develop the qualities needed to become responsible citizens.

Purpose:	Through your help in organizing books, toys and clothing, increase efficiency and ensure that youth receive appropriate items
Responsibilities:	Assist in sorting books, toys, and clothing as needs arise.
Skills, Requirements:	Organizational skills. Must pass a background check. There is a 30-day trial period for this assignment.
Minimum Time Required:	As needed.
Target Dates:	This is an ad hoc assignment.
Training:	Club video. Direction from staff supervisor.
For Volunteer questions, contact:	Connie Cervantez ccervantez@fortworthkids.org 817.834.4711 ext 201

I will make a difference!

As a volunteer, I will help fulfill the mission of the Boys & Girls Clubs of Greater Fort Worth. I will use my abilities to strengthen the Club through my volunteer activities.

My Understanding

I accept the above, which represents my understanding of my volunteer responsibilities.

Volunteer

Date