



BOYS & GIRLS CLUBS
OF NAPA VALLEY

TEEN VOLUNTEER PROGRAM

Thank you for your interest in participating in the Teen Volunteer Program!

This program is designed to connect local high school students with various Boys and Girls Club volunteer opportunities. As a Teen Volunteer, you will have the opportunity to gain job skills, learn how to conduct yourself in a professional environment, increase self-esteem, and give back to your community.

As a Teen Volunteer, you will often be working directly with youth participants assisting our adult program staff facilitate activities. This direct interaction with youth makes the volunteer process exciting, dynamic, and most importantly, rewarding and meaningful.

In order to volunteer at the Boys & Girls Clubs of Napa Valley, please complete the following:

- Complete the attached Teen Volunteer Packet:
 - Teen Volunteer Application
 - Teen Volunteer Rules and Regulations
 - Club 1515 Membership Forms
- Obtain parent/guardian signatures on the following forms:
 - Club 1515 Policies & Liability Release
 - Club 1515 Technology & Internet Release
 - Teen Volunteer Rules and Regulations
- Turn in the completed Teen Volunteer packet to the Teen Services Coordinator (1515 Pueblo Ave) at the front desk
- Attend a mandatory Teen Volunteer Orientation Meeting
 - The Teen Services Coordinator will contact you to inform you of the date and time of the next available orientation.

Once the packet is complete and turned in, volunteers will be placed in the next available Orientation Meeting and placed at an appropriate site thereafter.

All questions, concerns and completed application packets should be addressed to:

Robin Speer
Teen Services Director
(707) 255-8866 x111
rspeer@thepositiveplace.org



TEEN VOLUNTEER RULES AND REGULATIONS

As a Teen Volunteer, I agree to:

- Conduct myself in an appropriate manner at all times-
 - As a Teen Volunteer, you will be a role model to the youth you are working with. Keep this in mind when you are interacting with participants and staff.
- Interact with youth in a safe way-
 - Understand that for safety and comfort reasons, you must abide by the “keep your hands to yourself” policy. There should be absolutely no rough housing, lifting youth off of the ground, etc.
- Be on time for all scheduled appointments
- Call a staff member if I am unable to attend a scheduled meeting or shift
- Keep all conversations professional and appropriate-
 - Remember that you are always within earshot of youth. Please save conversations about topics not directly related to your position as a Teen Volunteer for “off duty” hours.
- Adhere to all club policies
- Alert appropriate staff members about any problems with youth that may arise
- Dress appropriately for a position working with youth-
 - Shorts should be mid-thigh length
 - Wear closed toed shoes
 - Wear clothing that you are able to freely move in
- Keep all contact with club members and staff limited to scheduled volunteer hours or while visiting Club 1515 as a member.

I understand that I will be removed from my volunteer position if any of these guidelines are not met.

Teen Volunteer Name (Please Print)

Teen Volunteer Signature

Date

Parent/ Guardian Signature



TEEN VOLUNTEER APPLICATION

Teen Volunteer Name _____ Age _____ Grade _____

High School _____

Phone _____ Email _____

Parent/Guardian Name _____

Parent/Guardian Phone _____

Please state your reasons for volunteering:

How many volunteer hours would you like to complete? _____

Please provide the times which you are available to volunteer:

Program hours are Monday through Friday only.

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Please circle your preferred volunteer site, if any:

* Your placement is subject to availability. We will try our best to place you at your preferred site, however, it is not guaranteed. During summer all volunteers will be placed at the Napa Clubhouse.*

McPherson Clubhouse

Salvador Clubhouse

Napa Clubhouse

Napa Valley Language Academy Clubhouse

Pueblo Vista Clubhouse

Please state the reasons for your preference, if any:

Please indicate any special interests/hobbies/talents you have that would enrich program activities:

BGCNV facilitates programming in 5 core areas: Character & Leadership, Education & Career, Health & Life Skills, The Arts, and Sports, Fitness, & Recreation.

Preferred start date: _____

How did you hear about the Teen Volunteer Program?

Teacher _____ Parent _____ Flyer _____ Counselor _____

School Function _____ Boys & Girls Club Staff _____ Friend _____

Other (Please Specify) _____

For Coordinator Use Only:

Orientation Date _____ Site Placed _____

Schedule: M _____ Start Date: _____

T _____

W _____

Th _____

F _____

End Date: _____

Date PD Contacted: _____

Total Hours: _____