

## Camrose Boys and Girls Club



### Our Mission

“To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.”

### Job Description (09-10)

**Position:** Volunteer Youth Worker

### Duties:

- Assist with development and delivery of youth programming.
- Engage, empower and collaborate with individual and groups of children and youth ages 6-17 in a social / recreational / educational environment.
- Supervise and support youth to successfully participate in a variety of positive and meaningful activities (such as games, sports, homework help, crafts, special events, etc.).
- Support youth with conflict resolution, creative problem solving, and leadership skill development.
- Evaluate actions and behaviour of youth in order to determine and implement appropriate consequences (in consultation with the Program Director).
- Promote and encourage healthy lifestyle choices and be a positive role model for youth (and have fun!).
- Work cooperatively with and take direction from the Camrose Boys and Girls Club staff.
- Report any and all concerns directly to the Program Director (or designate).

### Requirements:

- Complete a volunteer orientation
- Criminal Record Search (unsupervised volunteers)
- Child Welfare Check (unsupervised volunteers)
- Experience working with youth ages 6-17 (preferred)
- Knowledge of youth programming (preferred)
- First Aid (preferred)
- Class 4 Drivers License (is an asset)



**Camrose Boys and Girls Club 2018 / 2019 Program Schedule**

OCTOBER							NOVEMBER						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	*4*	<del>5</del>	<del>6</del>					*1*	<del>2</del>	<del>3</del>
<del>7</del>	<del>8</del>	9	10	11	<del>12</del>	<del>13</del>	<del>4</del>	5	6	7	8	<del>9</del>	<del>10</del>
<del>14</del>	15	16	17	18	<del>19</del>	<del>20</del>	<del>11</del>	<del>12</del>	<del>13</del>	14	15	<del>16</del>	<del>17</del>
<del>21</del>	22	23	24	25	<del>26</del>	<del>27</del>	<del>18</del>	19	20	21	22	<del>23</del>	<del>24</del>
<del>28</del>	29	30	31				<del>25</del>	26	27	28	29	<del>30</del>	
DECEMBER							JANUARY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1			<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>
<del>2</del>	3	4	5	*6*	<del>7</del>	<del>8</del>	<del>6</del>	7	8	9	*10*	<del>11</del>	<del>12</del>
9	10	11	12	13	<del>14</del>	<del>15</del>	<del>13</del>	14	15	16	17	<del>18</del>	<del>19</del>
<del>16</del>	17	18	19	20	<del>21</del>	<del>22</del>	<del>20</del>	21	22	23	24	<del>25</del>	<del>26</del>
<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>27</del>	28	29	30	<del>31</del>		
<del>30</del>	<del>31</del>												
FEBRUARY							MARCH						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<del>1</del>	<del>2</del>						<del>1</del>	<del>2</del>
<del>3</del>	4	5	6	*7*	<del>8</del>	<del>9</del>	<del>3</del>	4	5	6	<del>7</del>	<del>8</del>	<del>9</del>
<del>10</del>	11	12	13	14	<del>15</del>	<del>16</del>	<del>10</del>	11	12	13	*14*	<del>15</del>	<del>16</del>
<del>17</del>	<del>18</del>	19	20	21	<del>22</del>	<del>23</del>	<del>17</del>	18	19	20	21	<del>22</del>	<del>23</del>
<del>24</del>	25	26	27	28			<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>
							<del>31</del>						
APRIL							MAY						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	*4*	<del>5</del>	<del>6</del>				1	*2*	<del>3</del>	<del>4</del>
<del>7</del>	8	9	10	11	<del>12</del>	<del>13</del>	<del>5</del>	6	7	8	9	<del>10</del>	<del>11</del>
<del>14</del>	15	16	17	18	<del>19</del>	<del>20</del>	<del>12</del>	13	14	15	16	<del>17</del>	<del>18</del>
<del>21</del>	<del>22</del>	23	24	25	<del>26</del>	<del>27</del>	<del>19</del>	<del>20</del>	21	22	23	<del>24</del>	<del>25</del>
<del>28</del>	29	30					<del>26</del>	27	28	29	30	<del>31</del>	

Programs and office are closed when the Battle River School Division schools are closed as indicated in the above calendar.

Office Hours are Monday, Tuesday, Wednesday, Thursday from 10:00 AM - 3:00 PM

**Kid Way After School Program:** hours are Monday thru Thursday from 3:00 - 6:00 PM (2:00-6:00 PM on BRSD early dismissal days - \*1st Thursday / month\*)

**Keystone Teen Leadership Program:** hours are Monday & Wednesday from 6:00 - 8:00 PM

**VOLUNTEER APPLICATION FORM**

FULL NAME:

Date of Birth:

Month      Day      Year

Age at time of Application:

**MAILING ADDRESS:**

PHONE:      (cell):      (preference):     call    or     text

(home):      (work):

EMAIL:

**Emergency Contact Name & Number:**

Do you have a driver's license?     YES       NO      **Class of License:**

Would you drive for the club?     YES       NO

Do you have a vehicle?       YES       NO

**Education completed:**

**Work experience:**

**Volunteer experience:**

**Medical conditions that you want us to be aware of (optional):**

**Strengths, skills, hobbies, interests that you are willing to share and would benefit the club:**

**Type of Volunteer Work Desired:**

Kid Way Program     Teen Program     Administration & Planning

Please indicate nature of volunteer work (i.e. practicum, CSL, work experience for credit, community service hours, etc.)

**When would you like to volunteer and for how long?** (provide a schedule if possible)

**References:** Please provide 3 professional references (i.e. teacher, professor, employer, volunteer supervisor, clergy, etc.)

	Name	Relationship	Phone
1.			
2.			
3.			

**Additional Comments:**

Volunteer Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## VOLUNTEER YOUTH WORKER CONDITIONS



### OUR MISSION

*To provide a safe, supportive place where children and youth can experience new opportunities, overcome barriers, build positive relationships and develop confidence and skills for life.*

### VOLUNTEER YOUTH WORKER EXPECTATIONS

- Measure all of your actions and interaction against *OUR MISSION* stated above.
- Fun is one of the primary objectives. Have fun!
- Attend as per the schedule you provided. Notify the Camrose Boys and Girls Club as soon as possible if you will be late or are unable to attend.
- You may be in small or large group settings with children/youth, staff and other volunteers. Focus your attention on the children/youth unless you have been assigned a specific task that cannot be completed along side the children/youth.
- Develop a rapport with the children/youth from the onset; that way, your leadership will be more willingly accepted. Find out what is important to the children / youth, including some of their favorite things, and show an interest.
- Watch for non-verbal cues and body language to be aware of the impact you are having and whether or not the child is having fun or is okay with you, others, the situation, or circumstances and adapt / adjust accordingly.
- Encourage and support the children / youth to successfully participate in activities offered. Lead the children/youth to accept an activity voluntarily because it is fun. Do not force your children/youth to play.
- Consult with Program Director or designate before imposing consequences. Let the child/youth know what you expect and what he/she should be doing rather than pointing out or focusing on what they are doing wrong. Stay positive and upbeat. Smile and be enthusiastic. Smiles and enthusiasm are contagious.
- Use positive reinforcement. Look for the good in the children/youth and point out what you see. Show appreciation for efforts and attempts, not just successes.
- Promote and encourage healthy lifestyle choices and be a positive role model and a friend.
  - Remember that a positive role model is reliable, honest, empathetic, respectful, cooperative, flexible, resourceful, fair, positive, supportive, attentive and presentable.
- Remember your role and interact appropriately with the children/youth.
  - Never tell a secret or promise to keep one.
  - Do not give or accept expensive presents.
  - Do not embrace or wrestle. Occasional / reasonable hugs are acceptable.
- Work cooperatively with and take direction from the Camrose Boys and Girls Club staff.
- Report any and all concerns to the Camrose Boys and Girls Club staff.

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**PARTICIPATION WAIVER**

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I understand that I can and should refuse to participate in any activity that I feel is unsafe or that I feel is inadequately supervised. I agree not to hold the Camrose Boys and Girls Club responsible or liable for any loss, injury or damage suffered to me during or by reason of participating in the Camrose Boys and Girls Club activities.

\_\_\_\_\_  
Volunteer  
Initial

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**MEDIA RELEASE**

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I understand that information or photo images of volunteer involvement in club activities and events may be used for the purpose of promotion of the Camrose Boys and Girls Club programs and services (i.e. media photos, brochures, CBGC website, CBGC facebook page, etc.), and that any special circumstances that would exempt me should be discussed with the Program Coordinator so that accommodations can be made.

\_\_\_\_\_  
Volunteer  
Initial

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**CONFIDENTIALITY OATH**

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I understand that by volunteering with the Camrose Boys and Girls Club (CBGC) I will be privy to information regarding specific children, youth and families who participate in the Camrose Boys and Girls Club and who participate in our partner organization, the Camrose Outreach School (COS). I agree to respect the privacy and confidentiality of program participants and their families, as well as any confidential information about either organization (CBGC & COS), by not disclosing any of this information to anyone outside of the program, unless I have been authorized to do so by the Camrose Boys and Girls Club. I will continue to observe this confidentiality even after I am no longer a volunteer for the Camrose Boys and Girls Club, unless dispensed with in writing by both parties.

\_\_\_\_\_  
Volunteer  
Initial

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**REQUIREMENTS**

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I am aware that I may not be eligible to work directly with the children and youth who participate in the Camrose Boys and Girls Club until I have met the following expectations:

- ✓ Volunteer Application
- ✓ Children's Services Intervention Record Check
- ✓ Criminal Record Search

\_\_\_\_\_  
Volunteer  
Initial

*Your signature below indicates that you have read, understood and agree to the volunteer conditions outlined in this document.*

\_\_\_\_\_  
*Volunteer Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Camrose Boys and Girls Club Representative Signature*

\_\_\_\_\_  
*Date*