



**BOYS & GIRLS CLUB**  
OF VISTA

# Volunteer Application

*(All students fulfilling their community service requirements must fill out Boys & Girls Club membership form and pay a \$25 partial membership.)*

Name: \_\_\_\_\_

Telephone# \_\_\_\_\_ e-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Previous volunteer positions? \_\_\_\_\_

Current Occupation \_\_\_\_\_

Education (Indicate Highest Grade Completed) \_\_\_\_\_

Skills/Interests \_\_\_\_\_

Will your volunteer time, fulfill school or community service hours? \_\_\_\_\_

Why do you want to volunteer for the Boys & Girls Club? \_\_\_\_\_

\_\_\_\_\_

### **Please check areas in which you would be particularly interested in volunteering.**

#### CULTURAL ENRICHMENT

Fine Art \_\_\_\_\_  
Photography \_\_\_\_\_  
Art/Crafts \_\_\_\_\_  
Music \_\_\_\_\_  
Dance \_\_\_\_\_  
Drama \_\_\_\_\_  
Other \_\_\_\_\_

#### PHYSICAL EDUCATION

Basketball \_\_\_\_\_  
Flag Football \_\_\_\_\_  
Soccer \_\_\_\_\_  
Baseball \_\_\_\_\_  
Karate \_\_\_\_\_  
Cheer \_\_\_\_\_  
Football \_\_\_\_\_

#### SOCIAL RECREATION

Gamesroom \_\_\_\_\_  
Leadership \_\_\_\_\_

#### EDUCATION/ ADMIN

Tutoring \_\_\_\_\_ Clerical \_\_\_\_\_ Other \_\_\_\_\_  
Special Events \_\_\_\_\_ Facility \_\_\_\_\_

*Please indicate which hours you are available:*

MON	TUE	WED	THUR	FRI
_____	_____	_____	_____	_____

*We have been informed by our insurance company that because you are not an employee, worker's compensation will not be provided for you by our organization.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please turn completed form in to Outreach Director or Fax 760-724-1159**  
410 W. California Avenue, Vista, CA 92083 ● Phone: 760-724-6606 ● Fax: 760-724-1159

# **BACKGROUND INVESTIGATION CONSENT: Confidential**

I, \_\_\_\_\_, hereby authorize the **Boys & Girls Club of Vista** and/or its agents to make an independent investigation of my background, references, character, past employment, education, credit history, criminal and police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for membership on the Board now and, if applicable, during the tenure of my involvement with the Boys & Girls Club of Vista.

I, release the **Boys & Girls Club of Vista** and/or its agents and person or entity, which provides information pursuant to this authorization, from any and all liabilities, claims or lawsuits in regards to the information obtained from any and all of the above referenced sources used.

The following is my true and complete legal name of all information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Full Name (printed)

\_\_\_\_\_  
Maiden Name or Other Names Used

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
Former Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
\*Date of Birth

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State of License

\_\_\_\_\_  
Signature

- NOTE: This above information is required for identification purposes only, and is in no matter used as qualifications for employment, membership, etc. The Boys & Girls Club of Vista is an Equal Opportunity Employer and strives for a diverse Board and does not discriminate on the basis of sex, race, religion, age, handicap or national origin.

**Mail to Boys & Girls Club of Vista, c/o Executive Director, 410 W. California Ave., Vista, CA 92081  
Fax to 760-724-1159.**

Position: **Volunteer**  
Supervisor: Program Director

**GENERAL FUNCTION:**

The Volunteer shall have responsibility for all duties assigned to direct pre-planned activities and Boys & Girls Club programs in the assigned department.

**KNOW HOW:**

- Possess an understanding of how to work with youth and sensitivity to their needs.
- Must be at least 16 years of age and meet the general requirements for any Boys & Girls Club staff.
- Possess a practical knowledge and experience to implement a variety of programs.
- Attend Club orientation

**JOB SEGMENTS:**

- Enforce all Club rules.
- Encourage all members to actively participate in activities.
- Assist data entry for Club membership system.
- Under supervision from Department Director, execute a variety of pre-planned activities, classes and workshops.
- Provide leadership and guidance to members.
- Be responsible for the maintenance and safe operation of the activity area assigned.
- Maintain a friendly, cooperative relationship with the youth, parents and volunteers.
- Cooperate with staff.
- Perform all other duties as assigned.

**ACCOUNTABILITY:**

The Program Specialist is directly responsible to the Program Director.

**EFFECT ON END RESULT:**

The result of the Program Specialist's work shall be a variety of organized programs and activities pre-planned by the department director where the activity is held. Some activities, classes, and workshops shall be pre-planned by the program specialist. The activity shall serve as a model for demonstrating helpfulness, genuine concern, friendliness and cooperation. Under the program specialist's guidance, Club members should acquire solid social skills, make new friends and get along with others.