



**BOYS & GIRLS CLUBS
OF GREATER SANTA ROSA**

Volunteer Job Description

General Function:

- As a volunteer with the Boys & Girls Clubs of Greater Santa Rosa, this position is directly accountable to the Volunteer Coordinator and Program Director.
- Responsible for helping out in all program areas as needed. (Gymnasium, Games Room, Front Counter, Eating Areas, Art & Crafts Room, Learning Center/Computer Center, and the Tank.

Job Segments:

- Be familiar with and enforce rules of conduct.
- Know & enforce positive reinforcement at all times.
- Assist staff in organizing and implementing planned activities.
- Insure all programs adhere to Club philosophy.
- Encourage all members to participate.
- Assist in keeping all areas safe and clean.

Standards of Performance:

- Show up as scheduled and on time.
- Communicate and listen to all staff.
- Provide a safe environment for children.
- Maintain enthusiasm for the Club and management.
- Dress in appropriate attire.

Specific Area Rules:

- Volunteers are not allowed to give or receive money to or from members.
- Volunteers should not answer phone unless asked to do so.
- Any questions from parents should be directed to a staff person.
- Volunteers must adhere to all Club rules.
- Any discipline problems should be directed to a paid staff member.