



**Boys & Girls Club
of Wetaskiwin**

Program Volunteer Job Description

As a volunteer your responsibilities include:

- **Volunteer application form.**
 - **A minimum of 3 Reference checks & consent to check Reference.**
 - **Criminal Record Check.**
 - **Child Welfare Intervention Check**
 - **Drivers Abstract(if applicable)**
 - **Oath of Confidentiality**
 - **Release of Liability**
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- Developing an informal schedule with the Program Director.
 - Working with the Program staff in providing quality and secure supervision of program areas including any specific programs as determined by you and the Program Director.
 - Understanding the Core Values of the Boys and Girls Club.
 - You will not be expected to enter into any conflicts that may occur amongst the members of the BGC. You will inform a staff at the BGC of the situation and let them deal with the situation.
 - You will not be placed into any situation that you do not feel comfortable in; this needs to be brought with the Program Director or available staff.
 - You will ensure the safety of each child and youth that chooses to participate in our programs at the BGC.

Registered Charitable Organization No. 106804651RR0001

A good place to be

5109 51 Street
Wetaskiwin, Alberta T9A 2A5
T: (780) 352-4643
F: (780) 352-7780
www.wetaskiwin youth.ca





PROGRAM VOLUNTEER APPLICATION

SECTION A - IDENTIFYING INFORMATION

Name: _____
(surname) (given names)

Address: _____
(apt) (street)

(City) (postal code)

Telephone #: _____
(home) (work)

Gender: male () female ()

What is your occupation? _____

SECTION B – INTERESTS

Check all activities that you would enjoy volunteering in:

- Drop in
- Arts and crafts
- Snack Program (1-4)
- TGIF (Friday 6-9 PM)
- Native Friendship Club
- Special events
- Other
- Torch
- Keystone
- Program preparation (daytime)
- Monitoring phones and front door
- Outside games
- Spark

SECTION C – CONFIDENTIALITY

It is the responsibility of the volunteer to keep confidential any information that he/she receives regarding the children and families he/she works with. The volunteer will be privy to only that information that is necessary to being able to fulfil their duties.

REQUIRED DOCUMENTATION:

- C.W.I.S. checked
- R.C.M.P. criminal background check
- Oath of Confidentiality signed
- Release Form signed
- Consent to check reference form
- 3 Reference checks
- Driver’s Abstract (if applicable)

Volunteer signature: _____ **Date:** _____

Staff signature: _____ **Date:** _____

