

Volunteer Application



PLEASE READ BEFORE COMPLETING THIS APPLICATION

This organization does not discriminate in the recruitment of Part-Time Staff on the basis of race, color, religion, national origin, sex, gender identity, or disability. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its completion does not imply that you will be hired. Please read all the questions carefully and call 413-448-8258 ext. 33 if you have any questions.

Personal Information:

Name _____ Nickname (if any) _____

E-mail _____ Date of Birth _____

Cell Phone Number _____ Preferred Contact Number _____

Current Address _____

City _____ State _____ Zip Code _____

Have you ever been convicted of a felony, or for child abuse or a sex-related crime?

Yes _____ No _____

If you are accepted as a volunteer, do you consent to a National Sex Offender search/CORI?

Yes _____ No _____

Are you presently employed?

Yes _____ No _____

Have you ever applied to volunteer at the Boys & Girls Club?

Yes _____ No _____

Educational Information:

Highest level of education: _____

Some High School _____

High School Diploma (GED) _____ Year of Completion _____

Some College _____

Bachelor's Degree _____ Year of Completion _____

Other _____

Previous Volunteer Information:

Please list your most recent volunteer jobs first. Include volunteer positions for last five years.

Volunteer Program Name _____

Volunteer Program Contact Information _____

Volunteer Title _____ Date of Volunteer _____

Description & Duties

Are you still a volunteer? (If no, please answer below) Yes _____ No _____

Reason for leaving?

Areas you are most interested to work in at the Boys & Girls Club of the Berkshires.

Select ALL that apply

Boys Basketball _____

Girls Basketball _____

Hockey Program _____

Football Program _____

Baseball League _____

Swim Program _____

Front Desk _____

Gym _____

Rink _____

Other _____

Pertinent Information:

Are you opposed to wearing a VOLUNTEER badge to identify yourself while being a volunteer?

Yes _____

No _____

Are you opposed to being a "Mandated Reporter" to the Massachusetts Dept. of Children & Families?

Yes _____

No _____

Are you opposed to signing an "Abuse Prevention Policy" required by the Club?

Yes _____

No _____

Are you opposed to signing an "Conflict of Interest Policy" required by the Club?

Yes _____

No _____

Do you have any experience working with children? _____

List ANY experience with children you may have below:

References

In the space provided below, please list personal/work references that we may contact.

(Please note: If you have been employed by the Club previously, you are allowed to list **TWO staff members as references only.**)

1. Name _____ Phone Number _____ Relation _____

2. Name _____ Phone Number _____ Relation _____

3. Name _____ Phone Number _____ Relation _____

Interviewed by Department Head _____

APPLICANT HAS PASSED ALL BACKGROUND CHECKS Yes _____ No _____

Date:

Human Resources Director: _____ **Date:** _____

VOLUNTEER HANDBOOK/ORIENTATION PACKET

All Boys & Girls Club Volunteers who have direct, repetitive interactions with youth must complete a documented orientation/on-boarding process. All volunteers participating will be tracked by Boys & Girls Club Staff.

All Boys & Girls Club volunteers must be screened and pass a BGCA approved background check and reference check prior to volunteering.

The Boys & Girls Club of the Berkshires shall secure a criminal background check on all staff (including minors), board members, and any individual serving on a board serving committee. All volunteers who have direct, repetitive interaction with youth must have a background check. All background checks shall be secured prior to employment, volunteer engagement or other affiliations and at least once every 12 months thereafter.

The Boys & Girls Club of the Berkshires shall conduct reference checks on any candidate for employment or volunteer with direct, repetitive interaction with youth. Boys & Girls Club of the Berkshires must inquire with any potential candidate for employment or volunteer as to previous Boys & Girls Club experience.

All employees and volunteers must read and review the Boys & Girls Club of the Berkshires Child & Club Safety Handbook.

All employees and volunteers with repetitive interaction with youth must complete Mandatory Training through Spillet Leadership University prior to employment and or volunteer participation.