



**Boys & Girls Clubs
of Wolf Creek**

Volunteer Job Description

Position Title:	Ponoka Youth Centre Volunteer
Department:	Drop In or After School Programs
Report To:	Program Coordinator and Program Director
Objective:	The volunteer will provide supervision of and mentoring relationships to youth in Ponoka Youth Centre programs to ensure that each experience is positive.

Primary Responsibilities

- Assist Ponoka Youth Centre Staff with programming.
- Provide appropriate leadership and positive role modeling at all times to program participants.
- Assist staff with set up and/or take down of activities.
- Assist staff with overall supervision of youth to ensure a safe and fun environment is maintained.
- Be familiar with and deliver programs according to the policies and procedures of the agency.

Primary Knowledge and Skills

- Interact and communicate with staff, parents, children/youth, fellow volunteers and the community, at large, in a positive and professional manner.
- Conduct self in a manner befitting the positive image that the Ponoka Youth Centre endeavours to convey in the community, whether at work or on personal time.
- Exert sound judgment and discretion, while preserving confidentiality, as outlined in the agency Oath of Confidentiality.
- Be reliable in attendance at programs, as scheduled.
- Exhibit effective communication skills in listening and talking to youth, as well as communicating with Ponoka Youth Centre staff regarding concerns with youth.

Commitment

- Commit to a minimum of one year of volunteer involvement.
- Commit to one Drop In shift/month (for Drop In volunteers).

Qualifications

- Be over 18 years of age, unless applying as a Transitional Youth Volunteer.
- Complete the Volunteer Application form.
- Provide a Criminal Record Check, including a Vulnerable Sector Search, which is no older than six months. A new Criminal Record Check, including a Vulnerable Sector Search, must be submitted every three years after the initial acceptance date.
- Provide three reference checks.

Volunteer Acknowledgment

I have read and reviewed this job description and have received a copy for my own personal records. I agree to carry out the primary responsibilities and perform each responsibility to the highest of standards.

Volunteer Signature

Date