

Volunteering at the Boys & Girls Clubs of the Big Bend Frequently Asked Questions

Why volunteer at the Boys & Girls Clubs of the Big Bend?

With the help and support of the community through volunteerism, we are able provide more than 7,000 Big Bend kids with a safe and Positive Place to go after school. By helping us reach children at an early age, volunteers play an integral role in encouraging our members to stay in school, exhibit strong character, and develop leadership qualities that will enable them to succeed in the future. You could be that one person that makes a difference in the life of a child.

What level of experience is required to volunteer at the Boys & Girls Clubs?

We welcome volunteers with any level of experience, but prefer those with a background in education or who have previously worked with children and teens. Primarily, we seek volunteers who have a passion for making a difference in children's lives and who are willing to assist our trained staff in daily Club or administrative activities.

Is there a minimum age requirement to volunteer?

To volunteer at the Boys & Girls Clubs of the Big Bend, you must be at least 18 years old.

What types of activities are volunteers engaged in?

What you do as a volunteer at the Boys & Girls Clubs will depend on whether you volunteer at one of our Clubs or in our administrative office. That choice is yours to make.

Club Volunteer Opportunities

- Homework and academic assistance (FCAT, SAT, ACT, etc.)
- Enrichment activities such as arts and crafts, dance, music, acting, etc. We can match your specific skill set to expose our members to a variety of experiences
- General facility maintenance/upgrades (i.e. paint walls, plant flowers, etc.)
- Assist with secretarial duties
- Other activities as needed

Administrative Office Volunteer Opportunities

- Answering phones
- Filing papers
- Mailing letters
- Updating lists
- Running errands
- Assisting with projects for fundraising, communications or special events
- Other activities as needed

What are the hours of operation?

Generally our Clubs operate between 2 p.m. and 6 p.m. Our administrative office hours are 8:30 a.m. to 5:30 p.m.

Is there a minimum number of hours required to volunteer?

We ask that you commit a minimum of one hour per week to volunteering with us. We also ask that, barring any extenuating circumstances, you follow the volunteer schedule you set for yourself so we know when to expect you. One-time volunteer opportunities for special events/special projects may be available as well.

Can I choose the Club(s) where I want to volunteer?

Yes, you can select the Club(s) most convenient for you. For a list of our Clubs, please visit our Web site, www.thepositiveplaceforkids.org.

How do I become a volunteer at the Boys & Girls Clubs of the Big Bend?

First, you must complete and submit a volunteer application. Applications are available Monday through Friday from 8:30 a.m. to 5:30 p.m. at the Boys & Girls Clubs administrative office, 306 Laura Lee Avenue, Tallahassee, FL 32301. You can also [download an application](#) from the volunteer section on our Web site. Completed applications can be e-mailed to Jenny Frack at jfrack@bgcbb.org. They may also be mailed to:

Jenny Frack
Boys & Girls Clubs of the Big Bend
306 Laura Lee Ave.
Tallahassee, FL 32301

Once we receive your application, we will contact you to schedule an orientation. Volunteer orientations are offered twice per month at our administrative offices. Make-up orientations will be scheduled once per month as needed.

After successfully completing the orientation, we will ask for a \$10 contribution in order to run a background check. The background check could take up to 10 business days, and once we receive the results, we will contact you to confirm your hours and discuss placement. On the first visit to your selected Club, you will meet with the Club director, fill out a data-input sheet and sign a volunteer agreement form prior to beginning your volunteer work with us.

**Group volunteer orientations can be scheduled in advance with the volunteer coordinator. For more information on group volunteering or one-time volunteer opportunities, please contact Jenny Frack at 850-656-8100 ext. 322 or jfrack@bgcbb.org.*