



**BOYS & GIRLS CLUBS  
OF CARSON**

## Volunteer Process Overview:

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**THANK YOU** for helping BGCC create the best experience for our youth, staff, and volunteers! If you have any questions about the Volunteer Program please contact Tiffany at [tshivers@bgccarson.org](mailto:tshivers@bgccarson.org).

### **Volunteer Types:**

#### **Recurring Volunteers:**

- Supports the Club more than once every three months.
- Mandatory to go through the entire onboarding process.

#### **One Time Volunteer:**

- Supports the Club less than once every three months.
- Must sign one time volunteer form each time they come.

### **Volunteer On-Boarding Process:**

Step 1: Fill Out Volunteer Application

- [bgccarson.org/get-involved/volunteer](http://bgccarson.org/get-involved/volunteer).

Step 2: Phone Interview

- Conducted by the Volunteer Manager/AmeriCorps VISTA.

Step 3: Group Interview + Informational Session

- Conducted by the Volunteer Manager or the AmeriCorps VISTA.

Step 4: Fulfill Testing Requirements

- TB Test
- Background Check
- Live Scan Fingerprinting

Step 5: On Site Orientation

- AmeriCorps VISTA will work with Site Supervisor to determine start date.
- Directors & Coordinators will go over site specific checklists.

### **Important Sites to Remember:**

Volunteer Application: [www.bgccarson.org/get-involved/volunteer](http://www.bgccarson.org/get-involved/volunteer)

Development Resources: [www.bgccarson.org/development](http://www.bgccarson.org/development)