



Dear Prospective Volunteer,

Thank you for your interest in becoming a volunteer at the Boys & Girls Club of Greater Lowell! This guide contains all of the information you will need to start the process of becoming a Volunteer. Please read the information below carefully in order to understand our hiring and volunteering procedures.

1. Application:

- Adults over the age of 18, please fill out the Volunteer Application attached below and return it via email to tara.levine@lbgc.org or drop it off at the front desk Monday-Friday between the 2:00 pm & 5:00 pm. • Due to the size of our facility and the many applications we receive, acceptance into our program is competitive. We regret that we are only able to offer interviews to a limited amount of people. • Volunteerism at the Boys & Girls Club of Greater Lowell is dependent upon successful completion of the Volunteer Services Application, a Volunteer Orientation, and a dual background check. • Turning in your application to the Volunteer Coordinator does **not** ensure you a volunteer position.

2. Guidelines for Volunteering:

- Our program is for adults 18 and older who can make a commitment to volunteer on a regular basis. We require that all ongoing volunteers commit to at least one shift per week.
- We believe each volunteer will have a more enriching experience by making a regular commitment to our youth. This will also allow the time necessary to build relationships with our Members. • Assignments are available weekdays only. Please keep in mind we are an after-school program so most volunteer positions are between the hours of 2:00 pm and 8:00 pm.
- Most new volunteers will be placed in the Brain Center as a “Homework Helper” unless they have prior experience (and positions are available) with art, technology, fitness, teens, etc.
- We politely request a **\$10 donation** from all new volunteers to cover the cost of volunteer background checks, ID badges, and t-shirts.

3. One-time events:

- If you cannot commit to volunteering on a regular basis right now, we completely understand! Please email Tara at tara.levine@lbgc.org to learn about other opportunities to get involved.

4. Corporate Service Outings:

- We host days of service for volunteer groups during the school year, Monday-Friday between 9:00 am 2:00 pm. Saturdays and Sundays are available upon request only. Projects vary depending on the time of year and the current needs of the Club. Please email Tara at tara.levine@lbgc.org for a copy of our “Corporate Service Outings” brochure or for more information.

Thank you for your interest in serving our Club members! Please feel free to reach out with any additional questions.

Tara Levine
Volunteer Coordinator
(978) 458-4526 X15
Tara.levine@lbgc.org

Volunteer Services Application

Date: ____ 06/15/2021 ____ T-Shirt Size: ____ M ____

Personal Information:

Last Name: ____ Nkimbeng ____ First Name: ____ Anye ____

Address: ____ 1165 middlesex street Lowell Mass 01851

____ (Street) (City)
(State) (Zip Code)

Email Address: ____ ankimbeng@suffolk.edu ____

Telephone #: ____ 9789550344 ____ Birthday: Month: ____
july ____ Day: ____ 23 ____ Year (Optional): ____

Personal or Professional References (please exclude relatives):

1. Name: ____ Uzoma Ochijeh ____

Address: ____

Telephone #: ____ 9784161043 ____

Relationship: ____ supervisor ____

2. Name: ____ Will German ____

Address: ____

Telephone #: ____ 9787267933 ____

Relationship: ____

Experience:

What is your current occupation?: ____ sales representative ____

What is the highest level of Education that you have completed? (Check the option(s) that you most closely identify with):

☐ Associate Degree ☒ College Degree ☐ Doctoral Degree ☐ High School ☐ Master's Degree ☐ Some College ☐
Some High School ☐ Trade/Vocational School

What prior experience do you have working with youth?

____ I used to work at the boys and girls club for the summer. Also I worked with kids in Dorchester at up
academy. ____

Please share with us your reason for volunteering:

____ Boys and girls club raised me when I was a little kid and I know the impact it had on my life so I want to be

able to help another child's life who goes to the club.

Do you have any special skills or hobbies that you would be willing to share with our members?

Demographic Questions:

Please note that this information will not be shared with anyone and is strictly for internal purposes.

What is your ethnicity? (Check the option(s) that you most closely identify with): ☐ Asian/Pacific Islander ☒ Black or African American ☐ Hispanic or Latino ☐ Middle Eastern ☐ Native American or American Indian ☐ White ☐ Other (Please specify) _____

What languages do you speak?

____ English _____

What is your gender identity? (Please check all that apply):

☐ Agender ☐ Genderqueer/Gender fluid/non-binary ☐ XMan ☐ Questioning ☐ Trans Man ☐ Trans Woman ☐ Woman ☐ Prefer not to Say ☐ Additional gender identity not listed

Schedule:

Number of Shifts Per Week: ____2____ **Earliest Date Available to Start:**

____ Hours needed _____, by (date) _____. (Only if

Applicable)

What is your availability: (Please provide specific hours)

Monday Tuesday Wednesday Thursday Friday

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Areas of Interest: (Please "X")

	Homework/Tutor		Front Desk/Reception		Music		Art		Robotics
	Technology		Games/Recreation		Café/Dinner Service	X	Sports/ Fitness	X	Teens
	Administrative		Special Events		Outdoor cleanup/ Landscaping		Safety Monitor		Other (please specify) _____ —

The Boys & Girls Club of Greater Lowell relies heavily on the expertise of volunteers to help run our various Program Areas under the guidance of our trained Youth Development Staff. A dual background check will be

completed on all applicants over the age of 18. Volunteer assignments are contingent on the successful completion of both background checks. Consistency with our members is a top priority. Please plan on volunteering on a ***regular basis***.

I declare the above information is accurate and correct to the best of my knowledge. I authorize the Boys & Girls Club of Greater Lowell to make any inquiries to determine my suitability for volunteering.

Signature: Anye Nkimbeng

Date: 06/15/2021

**Please return completed Volunteer Services Application via email to tara.levine@lbgc.org, or to the front desk.
Boys & Girls Club of Greater Lowell • 657 Middlesex St. • Lowell, MA 01851 • (978) 458-4526**

FOR INTERNAL USE ONLY

Type of Volunteer:

☐ Individual Volunteer ☐ Work-Study ☐ Service Learning ☐ Community Service ☐ Other _____

Background Check Clear Date: _____ **Program Area Assignment:** _____

Start Date: _____ **End Date:** _____