



Volunteer Application Package

Opportunity Changes Everything

JOB DESCRIPTION: VOLUNTEER

BGC Calgary and Foothills Clubs

Position: Street Hockey Coach

Responsible to: Manager of Expansion Services, and/or Volunteer Coordinator/Program Supervisor

Hours of Work: One - Two evenings per weeknight

Key Responsibilities:

- Supervision of participants in specific program
- Implementation of pre-planned activities
- Behavior management
- Contributing to the overall effectiveness of the program

Time Commitment

Program volunteers commit to a program season

Skills Required

- Knowledge and support of BGC Calgary and Foothills Clubs beliefs, vision and mission
- Ability to work as a team member
- Knowledge of the game of hockey, rules and conduct
- High moral and ethical standards
- Other skills are dependent on specific program needs

Competencies

- Ability to work with minimum supervision and direction
- To mentor and uphold the BGCF Code of Conduct and our core values as described below:
 - I shall fulfill my obligations and responsibilities with loyalty, integrity.
 - I shall serve participants of the community in a conscientious, respectful, diligent and efficient manner.
 - I shall not discuss content of meetings outside of board and/or staff meetings.
 - I shall protect the privacy of clients and hold in confidence all professionally acquired information concerning clients, staff, board members and volunteers. I shall disclose such info only when legally or professionally obligated to do so.
 - I shall treat my colleagues with respect and work cooperatively with them.
 - I shall treat our partnerships and other agencies with respect and endeavor to work cooperative with them.
 - I shall treat the Club, its services and programs with dignity, respect and conduct myself in a manner conducive to the wellbeing of the BGCF.

Other Requirements:

- Provide a current clear Criminal Reference with Vulnerable Sector Check (RCMP)
- Valid driver's license.

Volunteer Application Form

Name: Last _____ First: _____

Address: _____

Mailing Address: _____

Postal Code: _____

Phone: Home: _____

Business/Cell: _____

Occupation: _____

Do you have a valid First Aid Certificate? Yes _____ NO _____

Do you have a valid CPR? Yes _____ NO _____

What past/present work or volunteer experience have you had that would be of interest?

What experience do you have with the game of hockey? and/or coaching it?

What weeknights are best for you to volunteer? _____

Is there anything else you would like to add?

In the interest of providing a safe and secure environment for our youth, it is the policy of the BGC Foothills Clubs to have all volunteers undergo the following types of screening:

- Criminal Record with Vulnerable Sector Check
- Driving Record
- Personal References (1)
- Employment /Volunteer Reference (1)

I understand that any/all information collected by BGC Calgary and Foothills will be kept confidential.

Signature: _____

Date: _____

Staff Member: _____

Volunteer Code of Ethics

As a volunteer of the BGC Foothills Clubs, I hereby agree to:

- Act honestly and in good faith, with the best interest of the organization foremost in mind.
- Exercise the degree of skill and diligence that can reasonably be expected of someone with my personal knowledge and experience and to ensure that I am informed of the state of the business and affairs of the organization.
- Endorse and support the mission and values of this organization and core values of the BGC movement.
- Foster and support belief in the organization's value to our society.
- Support the growth and development of the Club.
- Serve in a voluntary capacity without remuneration.
- That I will not, either during or after my volunteer term, use for personal advantage confidential information gained during my volunteer time.
- Declare my interests, contracts and arrangements that come in contact with the organization.
- Approach all issues with an open mind.

Signature of Volunteer

Date:

Oath of Confidentiality Contract

I, _____, a Volunteer with the BGC Foothills Clubs, hereby understand that by placing my signature below, any information or material of a "CONFIDENTIAL" nature must remain so.

CONFIDENTIAL information will be deemed to include the following:

1. All financial information;
2. Personnel files;
3. Any information or documentation marked "CONFIDENTIAL" or "DRAFT";
4. Any personal information relating to any member of the BGC Foothills Clubs Board of Directors;
5. Any personal information relating to BGC Foothills Clubs programs or programs being managed by the BGC Foothills Clubs;
6. Any and all information provided by the general public or private citizen accessing the services, or programs of the BGC Foothills Clubs;
7. Any information deemed confidential by the BGC Foothills Clubs Board of Directors.

If I am found guilty of providing confidential information to the public, I understand it is cause for immediate termination of my volunteer position.

Signature of Volunteer

Date of Signing

Signature of Witness

Printed Name of Witness

Criminal Record Check Request Letter

To Whom It May Concern:

RE: Criminal Record Check

_____ has applied to become a volunteer with BGC Foothills Clubs. As part of the volunteer application process, this person must provide a current Criminal Record with Vulnerable Sector Check to the BGC Foothills Clubs. In their role as a volunteer, there may be times when the volunteer would be in a position of authority in relation to the children and young people we serve.

Any cost associated with receiving the Criminal Record with Vulnerable Sector Check, can be billed directly to the BGC Foothills Clubs at the address listed below.

If you require more information or require clarification, please contact me at (403)625-8841.

Most sincerely,



Nicole Van Langen
Director of Operations