Volunteer Application Guide

Thank you for volunteering to coach with Boys & Girls Club. Please let us know if you have any questions or concerns.

**Step 1: Create Account**
- Create an account at [http://www.bgckc.volunteerhub.com](http://www.bgckc.volunteerhub.com)

**Step 2: Complete all required fields**
- Select appropriate locations you are interested in volunteering for

**Step 3: Training Videos**
*This can be a lengthy step, you can take a break and return as needed*
- Complete Mandatory Safety Training Videos
  - Abuse Risk Management for Volunteers
  - Duty to Report; Mandated Reporter
  - Athlete Protection Part 1
  - Athlete Protection Part 2

**Step 4: Safety Orientation Comprehension Quiz**
- Complete Quiz
  - You will need to have an 80% or higher in order to pass

**Step 5: HIV/Bloodborne Pathogens Training**
- Complete Training video

**Step 6: COVID-19 Orientation**
- Review COVID 19 orientation

**Step 7: Medical Documents**
- Email the following documents to hr2@positiveplace.org
  - COVID-19 Vaccination Card
  - MMR test Results

**Step 8: Volunteer Safety Policy Sign Off**
- Complete & Submit at the end of coaches meeting

**Step 9: Background Check**
- Complete approval for BGC to run your background here:
  - [http://www.candidatelink.com/positiveplace](http://www.candidatelink.com/positiveplace)

**Step 10: Complete Account Set-Up**
- Be sure to click “Next” to complete setting up your account