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

Step 2: Complete all required fields
☐ Select appropriate locations and positions 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
   o Abuse Risk Management for Volunteers
   o Duty to Report; Mandated Reporter

Step 4: Safety Orientation Comprehension Quiz
☐ Complete Quiz
   o You will need to have a score of 16 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
   o COVID-19 Vaccination Card
   o MMR test Results
   o If we are a licensed site, also send TB vaccination/test results

Step 8: Volunteer Safety Policy Sign Off
☐ Complete & Submit to supervisor

Step 9: Background Check
☐ Complete approval for BGC to run your background here:
   ☐ http://www.candidatelink.com/positiveplace

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