



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
 - Abuse Risk Management for Volunteers
 - Duty to Report; Mandated Reporter

Step 4: Safety Orientation Comprehension Quiz

- Complete Quiz
 - 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
 - COVID-19 Vaccination Card
 - MMR test Results
 - 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