

California YMCA Youth & Government

# Volunteer Job Description

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Volunteer title: Program Staff Member

Responsible for: {PROGRAM AREA}

Reports to: \_\_\_\_\_

Effective date: July 1, 2009

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## **Job Description**

Under the direction of the Lead Staff Member, the program staff member assists in the implementation of a Model Legislature and Court (9<sup>th</sup>-12<sup>th</sup> grades) program area. Program Staff Volunteers have a significant impact on the effectiveness with which the California YMCA accomplishes its goals and objectives; thus, impacting the community's understanding of the YMCA movement.

The duties associated with this responsibility include:

## **General Volunteer Functions:**

1. Demonstrates and promotes the mission of the California YMCA.
2. Demonstrates and promotes the "Character Counts" values of caring, respect, honesty and responsibility in all dealings with participants, advisors, guests, volunteers and fellow staff
3. Adheres to and promotes the adherence to all California YMCA policies, procedures and mission.
4. Adheres to established methods to keep the physical space of the {PROGRAM AREA} in neat, efficient and safe condition at all times.
5. Communicates regularly with the {PROGRAM DIRECTOR} and other lead Volunteers to ensure a high degree of coordination of efforts between program areas.
6. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required

## **General Volunteer Requirements:**

To effectively serve as a Volunteer for the California YMCA, Volunteers must:

1. Be at least 21 years of age
2. Be personable, energetic, organized, creative, and articulate.
3. Posses strong written and verbal communication skills
4. Be able to effectively facilitate youth and adult teambuilding activities
5. Have demonstrated the ability to and be able to effectively mentor youth participants and volunteer staff.
6. Be able to interact in a positive manner with participants, the general public, and other Volunteers in person, by telephone and via e-mail, requiring the ability to speak, read, write and type effectively in English.
7. Posses the visual and auditory ability to recognize and respond to environmental and other hazards related to program operation.
8. Be able to attend all program related conferences, events and meetings in their entirety.

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9. Be able to lift and carry at objects weighing 40 pounds; positioned on the floor or less than one foot above the floor.
10. Take, submit and pass the California YMCA's background check once every three years.
11. Provide their own transportation to and from all volunteer related events.
12. Demonstrates and promotes the mission of California YMCA Youth & Government

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Please direct all Volunteer Duty Description related questions to:

Rolf Davidson  
Associate Executive Director of Operations

California YMCA Youth & Government  
2220 Capitol Ave  
Sacramento, CA 95818

916-756-0230 phone  
916-471-0385 fax  
rolf@calymca.org