



BOYS & GIRLS CLUB OF GREATER WATERBURY

Role of Minors at the Club Policy

The Boys & Girls Club of Greater Waterbury is committed to selecting and retaining the best staff and volunteers to serve our youth. The Club recognizes the experience, skills, and enthusiasm that a minor could bring to the Club and, therefore, the Club is committed to giving youth work and volunteer experience. After-School members shall not be employed or engaged as volunteers at the Club at any time. As such, minors may work or volunteer at the Club in accordance with the following policy:

Volunteer/Community Service:

Minors shall not serve as volunteers for the After-School or summer programs at the Club, except:

- Through a school or other organizational program that is overseen by a supervisor, faculty member or administrator of that school or organization and has the following conditions:
 - Restricted term of service
 - Limited number of hours per week
 - Attendance requirements

All volunteers shall undergo a background check in compliance with the Club's Background Check Policy and mandatory training. Mandatory trainings will be conducted at the Club. No volunteer, regardless of age or affiliation, before said volunteer can begin working with members/campers.

Minor volunteers shall be provided Club shirt(s) identifying the wearer as a volunteer that shall be worn at the Club at all times. Volunteers shall sign in and out from the Club every visit. Minor volunteers shall be assigned by the Director of Operations to work with a designated staff and group and shall follow directions given by that staff. Volunteers shall not work with groups to which he/she was not assigned. Minor volunteers shall not be assigned to work with groups that are the same age or older than the volunteer.

Minor volunteers shall comply with all safety policies and procedures of the Club, including the prohibition on one-to-one interaction both inside and outside the Club.

One time or infrequent (e.g. annual events) volunteers may do so without having to complete training requirements by shall always be under the supervision of a staff member.

Employee:

Minors shall not be employed by the Club except:

- Through a government-funded (in full or partial), youth employment program administered by the local workforce development board that has clearly defined eligibility requirements and conditions of employment, including but not limited to, and that subsidizes the payroll cost to employ the minor(s):
 - Restricted term of employment (temporary employees)
 - Limited number of hours per week
 - Income limitations
 - Age and Educational Requirements

- Residency Requirements

No person under the age of 16 shall be employed by the Club.

All minor employees shall undergo the same background and reference checks as all employees in compliance with the Club's Background & Reference Check Policy and shall be required to undergo the same mandatory training as all employees prior to the commencement of employment. Mandatory trainings will be conducted at the Club. The terms and rules of the Club's Employee Handbook and all policies and procedures shall apply to minor workers as they are employees.

Minor employees shall be provided Club shirt(s) identifying the wearer as a junior staff that shall be worn at the Club at all times. Minor employees shall clock in and out from the Club every visit using the Club's time clock system. Minor employees shall be assigned by the Director of Operations to work with a designated staff and/or group. Minor employees shall not work with groups to which he/she was not assigned. Minor employees shall not be assigned to work with groups that are the same age or older than the volunteer.

Minor employees shall comply with all employee rules and safety policies and procedures of the Club, including the prohibition on one-to-one interaction both inside and outside the Club.