



BOYS & GIRLS CLUBS
OF MANATEE COUNTY

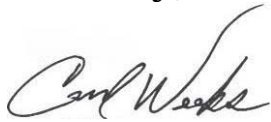


Volunteer Handbook

Welcome

Thank you for volunteering for the Boys & Girls Clubs of Manatee County. Volunteers are an essential component in helping impact the youth in our community. It is through people like you that we are able to guide the children who need us most and give them opportunities they would never otherwise experience. Thank you for donating your time and talents to inspire our club kids.

Sincerely,



Our Mission

To enable all young people, especially those who need us most to reach their full potential as productive, caring, responsible citizens.

Our Locations

Administrative Office
5211 Manatee Ave. W.
Bradenton, FL 34209
(941)761-2582

Bradenton Club
1415 9th St. W.
Bradenton, FL 34205
(941)748-3477

East Bradenton Club
1001 26th St. E.
Bradenton, FL 34208
(941)749-1245

Palmetto Club
1600 10th St. W.
Palmetto, FL 34221
(941)722-1268

DeSoto Club
5231 34th St. W.
Bradenton, FL 34210
(941)758-3828

Harlee Middle Club
6423 9th St. E.
Bradenton, FL 34203
(941)751-7027

Contact Information

Chelsea Lyman, *Events & Marketing Coordinator*
(941)761-2582 ext. 108
Chelsea.Lyman@bgcmanatee.org

Our History

The Boys Clubs of Manatee County, under the guidance of the Kiwanis Club of Bradenton, interested individuals, and other civic groups, began operation in February 1946 as an affiliated member of Boys Clubs of America, in a frame wooden building which had been used as field house for major league baseball teams training in Bradenton. The old Boston Braves continued to use the building as a dressing room during spring training for several years after the Boys Club obtained the property. The Boys Club became a member of the Manatee County Community Chest in 1946. In 1951, the Kiwanis Club of Bradenton constructed the gymnasium at a cost of \$80,000 equipped.

In 1957, the people of Palmetto cooperated with the Boys Club of Manatee County in extending the program north of the Manatee River. A baseball program was launched in the summer and in November 1960 the Palmetto Branch began its full-time operation in a small frame building, which was acquired from the First Methodist Church of Bradenton.

In April of 1963, the area of operation more than tripled when the Board of Directors acquired a building from the Veterans of Foreign Wars. In April of 1970, a capital fund campaign for the construction of a new Boys Club building was conducted. The new Palmetto Boys Club building was completed in March of 1971.

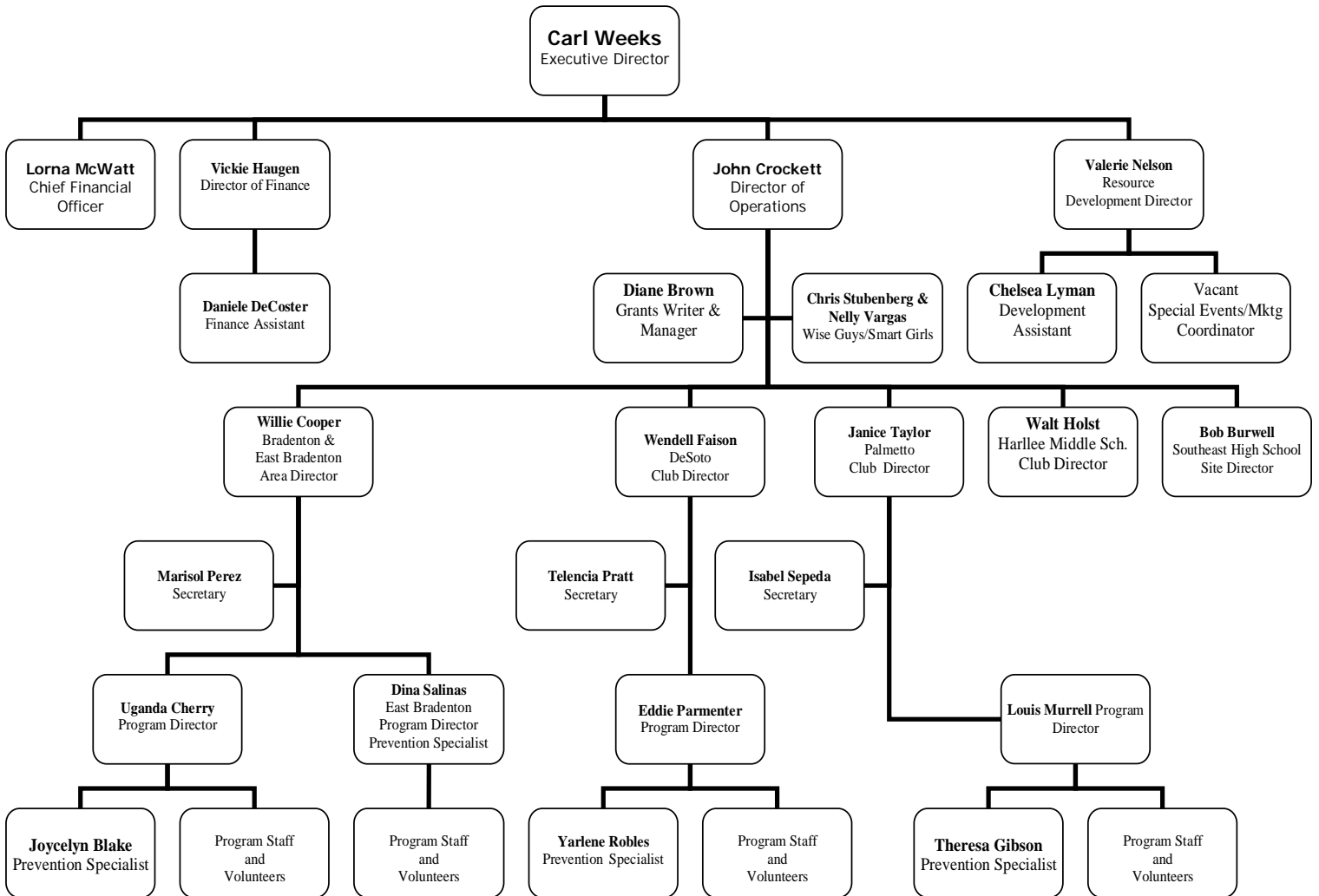
The Bayshore Branch opened its door on July 19, 1965 in a loaned store located in the Bayshore Gardens Shopping Center in south Manatee County. Following a capital fund drive, the new facilities for this branch were dedicated in May 1968 with the name changed to the DeSoto Boys Club. The Building Expansion Program was completed in September of 1978.

In 1992, the organization made a major change by opening membership to girls and changing the name to Boys & Girls Clubs of Manatee County. This necessitated staffing adjustments and some facility renovation.

In April of 1998 in East Bradenton at the Page Housing Project a fourth Boys & Girls Clubs opened for the children in that area. Nowhere else is a boy or girl able to spend their time in a club of their own, under professional guidance and leadership, at a cost so low that any child can join.

In 2002, the Boys & Girls Clubs of Manatee County partnered with the Sara Scott Harlee Middle School and opened a school based Boys & Girls Club solely for their students.

Organizational Chart



Staff Contacts

Administrative Staff

Carl Weeks, Executive Director Ext.102
Lorna McWatt, Chief Financial Officer Ext. 109
John Crockett, Director of Operations Ext. 106
Valerie Nelson, Director of Resource Development Ext. 103
Vickie Haugen, Director of Finance 744-1803
Vicki Siddons, Human Resources Ext. 101
Daniele Decoster, Finance Assistant Ext. 107
Chelsea Lyman, Events & Marketing Coordinator Ext. 108

Bradenton Club Staff

Willie Cooper, Club Director

East Bradenton Club Staff

Willie Cooper, Club Director

Dina Salinas, Program Director

DeSoto Club Staff

Wendell Faison, Club Director

Eddie Parmenter, Program Director

Palmetto Club Staff

Janice Taylor, Club Director

Louis Murrell, Program Director

Harlee Middle School Club

Walt Holst, Club Director

Board Members

Steve Jonsson, President

Tom Sifrit, Past President

Debra Cooper, Vice President of Resource Development

Ross Hodges, Vice President of Finance

Julie Parker, Vice President of Support Services

Amy Van Dell, Vice President of Marketing

Darryl Weaver, Vice President of Operations

James Alderman

Stephen McGrath

Gene Brown

Hugh Miller

Michael Bryant

Steven Mills

Jeffery Chapin

Thomas Moseley

Kelly Ellis

Steve Putnam

Arthur Eversole

Corky Taylor

Trevor Gooby

Robert Turner

Daniel Hager

Richard Wood

John Johnson

Jay Woodruff

Harry Kinnan

Elwin Carpenter

Timothy Knowles

Omar Edwards

Andrew Lowther

Tim Wilson

Melton Little

Harris Rhyne

Volunteer Information

Volunteer Position Descriptions

All volunteer positions have a specific description. This description explains what your specific responsibilities are, the time commitments needed for the volunteer position, and any other pertinent information.

Volunteer Application

Each volunteer is required to fill out a Volunteer Application Form which includes your contact and emergency contact information. It is very important to keep this information current. If you move or change phone numbers please notify Chelsea Lyman.

*Volunteers who are working at the Club locations or who are over 18 years old are also required to have a background check and drug test before they can begin.

Volunteer Orientation

Each volunteer is required to participate in a brief orientation conducted by a member of the Resource Development Department and the Club Director. This takes place at the location where you will be volunteering. The orientation consists of an introduction to the Club Director or the staff who oversees your volunteer position, a tour of the location, and a walk through of your volunteer responsibilities.

Volunteer Appearance

In an effort to serve our club kids and the community better volunteers in the Clubs are required to wear the “Boys & Girls Clubs of Manatee County Volunteer” t-shirt and name badge given to you at your orientation. In addition to this it is recommended that you wear comfortable close-toed shoes while working in the clubs.

Volunteer Schedule

Each volunteer schedule will be determined based on your individual needs. However, if you are unable to volunteer on a day you have scheduled please contact Chelsea at (941)761-2582 ext. 108 at least 24 hours in advance.

Recording Volunteer Hours

It is helpful to our organization to know the time you have invested in helping our club kids. Please fill out the Volunteer Hours Form and have the Club Director or appropriate staff member sign the form, and return it to Chelsea Lyman.

Severe Weather

In the event of severe weather please access our website at www.bgcofmanatee.org or call the Administrative of Club Office to determine if your volunteer location will be open.

Media

The Boys & Girls Clubs of Manatee County may have reporters covering events at the location where you are volunteering. We ask our volunteers not to make any statements to the media on behalf of the Boys & Girls Clubs of Manatee County. If a member of the media unaccompanied by a staff member approaches you, please direct them to a staff member.