



BOYS & GIRLS CLUB
OF FLAGSTAFF

Boys & Girls Club of Flagstaff

Leader in Training (LIT) Application

VOLUNTEER INFORMATION		
Name:		
Date of birth:	Phone:	Cell? Yes/No <small>(circle one)</small>
Current address:		
City/State/Zip:	Email:	
What is the best way to contact you? _____		
EMERGENCY CONTACT INFORMATION		
Name:		
Phone:		
Relationship:		
ACADEMIC INFORMATION		
School:	Grade:	GPA:
Expected Year of High School Graduation? _____		
Member Signature:		Date:

LIT's will be volunteering their time during 3:30-5:00 after their Teen Summer Camp. This application **does not** guarantee you will be an LIT. You will be interviewed during the first week of summer camp.

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Leader in Training Jobs and Expectations

By initialing each statement you show that you have read and understand the following:

Role Model

Members look up to you and will follow what you do over a staff member. Please represent good behavior, appropriate language and a positive attitude whenever at the club, no matter the circumstance.

- Acknowledge the people coming into the building. If parents need help finding their children you may assist them if you are not occupied.
- Maintain a 2.5 GPA

Assist with Areas

You may be assigned to one specific area or multiple areas throughout your shift. These areas may or may not be of direct interest to you however please make sure you follow these rules:

- Be Aware
- Supervise the members and make sure they are following the rules at all times.
- DO NOT leave your area until you have permission from a staff member, even if you are going home.
- Interact with the members. You are here to work.
- Follow any directions given by the Staff.
- Make sure sign in sheets are being filled out for your area.
- LIT's are not to be left alone in an area unless they are in the direct line of sight of a staff member.
- Programming areas are to be kept clean, if there is a mess in the area after members leave it is the LIT's responsibility to pick up.

Field Trips

As LITs, you are able to attend field trips for free and participate in the activity of the field trip. If you are chosen, you need to remember that you are there to help the staff and may be considered a staff while on the trip!! Field trips are a privilege and will be taken away if you are not doing your job. When on field trips please make sure we are:

- Supervising the members and making sure they are following the rules at all times. Please use common sense on what members can and can't do!
- NOT leaving the field trip area, you are there to help not do your own thing.
- Making sure the field trip area is completely cleaned before we leave.
- Following any directions given by the Staff.



Disciplinary

- 1 st offense: Warning Report
 - Site coordinator will warn Jr. Staff/LIT and use a Warning report to alter behavior.
- 2 nd offense: Guidance Report and Parent Notification
 - Site coordinator and LIT coordinator will meet with Jr. Staff and discuss a plan to alter behavior
- 3 rd offense: Suspension/Possible Termination
 - Parent notification, Jr. Staff will be asked to leave for a set amount of time set by Site and LIT coordinators.

You may be asked to leave the youth site if:

- Lack of Professionalism
- Excessive use of cell phones
- Clumping/socializing of LIT's during work hours

You may be temporarily suspended from LIT program if:

- Their GPA falls beneath a 2.5
- They do not attend Mandatory LIT programing/training.

Automatic Dismissal from Program:

- Smoking
- Fighting
- Inappropriate touching
- Possession of weapons of any kind
- Possession or under the influences of drugs of any type
- Possession or under the influences of alcohol

By signing below, I understand that being an LIT is a huge privilege and should be treated that way. I understand that this is an opportunity to volunteer and learn job skills that will help me in the future and, if I meet all the requirements possible, employment. I also understand the Disciplinary Policy and if I am dismissed from the program that I may no longer be allowed to attend the site.

LIT Signature

Date

Parent Signature

Date



Application Questions:

1. Why are you looking to volunteer as an LIT?

2. What skills or experiences do you have that will help you in this position?

3. What skills do you wish to improve upon during your time as an LIT?

4. What do you think it takes to be successful in this position?

5. Describe your ability to work as a member of a team.

6. Tell me about a major problem you recently had and how you handled it.



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7. What is the accomplishment in which you feel most proud?

8. Why should you be an LIT?

9. What questions do you have about this position?

I have read the L.I.T. packet and understand what is expected of me as a Leader in Training at the Boys & Girls Club of Flagstaff

Member Signature

Date

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