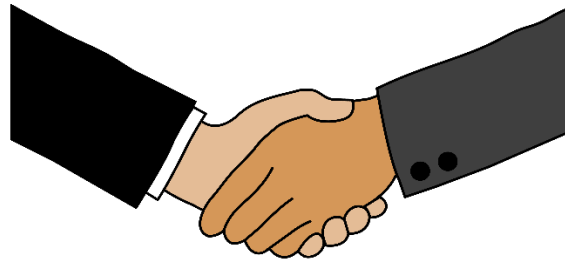




# VOLUNTEER PACKET



**...serving the community since 1860**

**Mission Statement:** The Friars Club, a Franciscan ministry, develops valuable life skills in our youth through sports, education, and leadership programming to enrich their lives and our community.

***4300 Vine Street  
Cincinnati, OH 45217  
(513) 488-8777***

[www.friarsclubinc.org](http://www.friarsclubinc.org)

Facebook: Cincinnati Friars Club

Twitter: @FriarsClubCincy

Instagram: @Friars\_Club\_Cincy



## **VOLUNTEER CHECKLIST**

- CHILD PROTECTION PROGRAM (VIRTUS – must be completed before working with any children)**
- BACKGROUND CHECK (for those over 18 – can be completed in our office for no cost)**
- INTERVIEW WITH A STAFF MEMBER**
- REVIEW HANDOUTS**
- MEET THE EXECUTIVE DIRECTOR**
- PROVIDE A CHARACTER REFERENCE (letter, phone number, or email)**
- COMPLETE THE ENCLOSED VOLUNTEER INFORMATION SHEET**
- PROVIDE A COPY OF DRIVERS LICENSE OR STATE ID**
- PROVIDE A COPY OF AUTO INSURANCE (if licensed driver)**
- SIGN ENCLOSED JOB DESCRIPTION**



## VOLUNTEER JOB DESCRIPTION

Name \_\_\_\_\_ Date \_\_\_\_\_

Job Title \_\_\_\_\_ Reports To \_\_\_\_\_

### Qualifications

1. Mature individual with a positive value system
2. Interest in youth and sports
3. Ability to communicate well with children
4. Good role model
5. No felony convictions
6. Positive driving record
- a. Insurable (if applicable)

### Responsibilities

1. Help supervise and assist children in various recreational, athletic, and academic activities
2. Be on time for all scheduled assignments
3. Notify an appropriate staff member of any schedule changes
4. Enforce appropriate discipline in line with program guidelines. Hands-off policy! No profanity!
5. Conduct self as positive role model at all times
6. Do not do any fundraising or solicit money from anyone in our name without written permission
7. Do not drive any Friars participants anywhere without a current license, insurance form on file, and favorable driving record. While driving children, I will always have another adult present
8. Do not engage in any activities outside of Friars with a Friars participant without knowledge and permission from Friars
9. Know and follow the core values of the program: Respect, Responsibility, Leadership, and good Sportsmanship
10. Fulfill any other appropriate tasks as assigned by Program Director

I hereby acknowledge that I have read the above job description. I am aware of my duties and agree to perform them to the best of my abilities. I agree that if I do not have a valid driver's license, current auto insurance and/or a favorable driving record, I will not transport any Friars kids in any vehicle for any reason whatsoever. I am aware that if I have or acquire a criminal record, I will disclose to Friars Club immediately.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

**VOLUNTEER INFORMATION SHEET**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Employer \_\_\_\_\_ Phone # \_\_\_\_\_ How long there? \_\_\_\_\_

Previous Employer \_\_\_\_\_ Phone # \_\_\_\_\_ How long there? \_\_\_\_\_

High School \_\_\_\_\_ Date Graduated \_\_\_\_\_

College \_\_\_\_\_ Date Graduated \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please explain in detail (where, when, what, your age at the time, how long ago, final charges, results):

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Experience working with children:

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What is your value system philosophy?

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What are your strengths?

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What are your weaknesses?

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Why do you want to volunteer at Friars Club?

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**-A Franciscan Mission Since 1860-**  
**FRIARS SPORTS PROGRAM**

**FRIARS PROGRAM VALUES:**

- Respect**
- Responsibility**
- Good Sportsmanship**
- Leadership**

**RESPECT**

- Treat others the way you wish to be treated
- No profanity
- Be constructive – not destructive – with your language
- Do not verbally abuse children with comments. Use positive and encouraging words like “good try,” “that’s better,” “keep trying,” “good job,” etc.
- Hands-off policy

**RESPONSIBILITY**

- Be on time
- Call coordinator if you will be late or absent
- Dress appropriately for working around children
- Make sure you fill out all required paperwork
- Take the VIRTUS training and get a background check before you work with children

**GOOD SPORTSMANSHIP**

- Be respectful
- Address children when they don’t follow Friars values

**LEADERSHIP**

- Be a role model for kids
- Always set a good example
- Address negative behaviors by kids

**Friars Executive Director – Annie Timmons 513-488-8778 [atimmons@friarsclubinc.org](mailto:atimmons@friarsclubinc.org)**

**Friars Program Director – Parrish Ozias 488-8781 [pozias@friarsclubinc.org](mailto:pozias@friarsclubinc.org)**



## **CHILD PROTECTION CLASS (VIRTUS)**

Visit the site below to see all classes offered.

**YOU CANNOT WORK WITH ANY CHILDREN UNTIL YOU TAKE VIRTUS & COMPLETE BACKGROUND CHECK.**

[www.virtusonline.org](http://www.virtusonline.org)

- First Time Registrant
- View a List of Sessions
- Use Drop Down Box and choose “Cincinnati Archdiocese”
- Click “Select”
- A list of all the places you can take VIRTUS will appear
- Select and register for one class – it is free
- After you earn a VIRTUS certificate, return to Friars to complete background check

Any questions, please contact us at:

Friars Club  
4300 Vine Street  
Cincinnati, OH 45217  
513-488-8781 ext. 102 (Parrish Ozias, Program Director)  
[pozias@friarsclubinc.org](mailto:pozias@friarsclubinc.org)

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### **Friars Volunteer Background Checks**

Background checks are free for you. Friars will pay this on your behalf.

Talk to the Executive Director if you have anything on your record. This will determine if you are eligible to volunteer.

Background checks can be done here at Friars on our computers.



## *Friars Club Code of Conduct for Coaches*

The goal of Friars Club is to develop valuable life skills in our youth through sports, education and leadership programming to enrich their lives and our community. The adherence to the Friars' values is a requirement of all parents and players participating in Friars Club events. Friars' values of **Respect, Responsibility, Leadership, and Good Sportsmanship** are emphasized in all aspects of the Friars Club program.

Friars Club accepts responsibility for the behavior of its members. Disciplinary action may be taken against any individual, parent, player, coach, referee or visitor who fails to comply with the values of this organization.

### **COACH'S CODE OF CONDUCT**

1. I will arrive to the game no later than a half-hour prior to the game's start.
2. Sports and games belong to the players. I will place the emotional and physical well-being of the players ahead of my personal desire to win.
3. I will do my best to make this a FUN learning experience for every player.
4. I pledge to provide POSITIVE support, care and encouragement for all the athletes of the Friars Club by adhering to Friars' values. I will set a good example for the participants.
5. I will instill notions of fair play and good sportsmanship by demonstrating positive support for ALL players, parents and officials at every game, practice or other Friars Club related event.
6. I will applaud the good plays of both teams. I will NEVER engage in booing or taunting. I will ensure that my players don't engage in these behaviors.
7. I will never swear, use profanity, make obscene gestures, or engage in any inappropriate behavior or conduct at any time.
8. I will communicate respectfully and support the players in order to encourage a positive and enjoyable experience FOR ALL.
9. I WILL REFRAIN FROM NEGATIVELY YELLING AT THE PLAYERS during practices or games. If I yell at the players, I will follow it with positive encouragement at the next opportunity.
10. I will keep a HANDS-OFF POLICY. I will not pull, push, touch, or pick up any player.
11. I will make every attempt to have my players attend every game and practice on time. As a team leader, I must be fully committed to the team. I will communicate immediately when there is a reason for absence or lateness.
12. I will make sure that my players are dressed appropriately for both games and practice.
13. I will treat all players, officials, parents, and spectators with dignity and respect in language, attitude, behavior and mannerisms.
14. I will insist that my assistant coaches and players treats other players, coaches, spectators, parents and officials with respect in language, attitude and mannerisms.
15. I WILL LEAD BY EXAMPLE, BEING A POSITIVE ROLE MODEL AND SHOWING GOOD LEADERSHIP SKILLS.
16. I will not drive any player without permission. I must have a license and proof of insurance on file at Friars Club.
17. I will not organize any outside activities or fundraisers without Friars Club permission.

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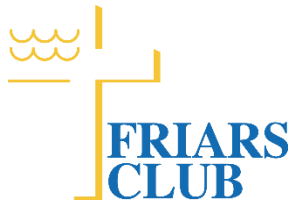
**Coach's Name**

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**Coach's Signature & Date**

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**Team Name**



# Friars Club Tutoring Volunteer Information Sheet

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

High School Student: Yes No Grade: \_\_\_\_\_ College Student: Yes No Class. \_\_\_\_\_

Name Of School: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

What are the subjects that you feel comfortable helping a younger student with?

\_\_\_\_\_  
\_\_\_\_\_

Are you comfortable helping someone the same age or older? (Mostly with English)? Yes No

What other interest do you have? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## Emergency Contact Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

**Please provide us with a copy of your Drivers License or School I.D.**

**Thank you for volunteering with the Friars Club**