

Hours of Operation

Office Hours:

Monday-Friday	8:00 a.m. – 6:00 p.m.
Saturday	9:00 a.m. – 2:00 p.m.
Sunday	Closed

Program Hours:

Career Orientation (Grades 4-6)	M-F	8:30 a.m. – 2:00 p.m.
Career Exploration (Grades 7-8)	M-Th	2:30 p.m. – 6:00 p.m.
Career Preparation (Grades 9-12)	M-Th	2:30 p.m. – 6:00 p.m.
Intel Computer Clubhouse	M-Th	2:30 p.m. – 6:00 p.m.
	Sat	9:00 a.m. – 2:00 p.m.
Golf Academy	M-F	2:30 p.m. – 6:00 p.m.
	Sat	9:00 a.m. – 2:00 p.m.

Introduction

The following guidelines are to assist volunteers in understanding what behavior is expected while performing within the scope of a Tiger Woods Learning Center volunteer. TWLC volunteers are considered role models and must abide by all TWLC policies.

A TWLC volunteer must:

1. Be at least 16 years of age.
2. Complete a *Volunteer Application*.
3. Complete a screening process, by authorizing the TWLC to do background checks, reference checks and interview.
4. Attend TWLC volunteer orientation.
5. Participate in required volunteer trainings.
6. Sign the Confidentiality and Proprietary agreement and Volunteer agreement and agree to follow the *Volunteer Code of Conduct*.

Screening Process

Background Checks

All volunteers must authorize the TWLC to do background checks on DMV and State Sexual Offender Data base by InfoLink© Screening Services.

1. Volunteer fills out “Release and Authorization” and “Disclosure and Authorization to Obtain Information” forms and signs them. Data requested will include Social Security Number, Date of Birth, DMV License Number and proof of US residence.
2. All minors will have to be authorized by Parent or Guardian.
3. TWLC requests clearance from InfoLink© Screening Services.
4. Once the TWLC obtains confirmation that the volunteer is cleared from InfoLink© the individual is eligible to volunteer.
5. Any individual who has been convicted of a crime, other than a minor traffic offense, must submit a detailed explanation on the *Volunteer Application Supplement*. A conviction will not necessarily disqualify the individual for the volunteer position.
6. Before starting, the Volunteer also signs off on “Confidentiality and Proprietary” agreement along with “Volunteer Code of Conduct” agreement.

Reference Checks

All volunteers are required to submit personal and professional references to be eligible for service.

1. Volunteer will indicate two *personal* references on the *Volunteer Application*.
2. Volunteer will indicate one *professional* reference on the *Volunteer Application*.
3. References must be checked and cleared prior to the start of volunteer service.
4. TWLC will document reference checks and maintain the volunteer’s file.

Interview

Long-term volunteers working directly with students are required to interview with the Executive Director or designated staff member.

1. The Executive Director or designated staff member will contact the volunteer to schedule an appointment.
2. The interview will last approximately 30 minutes.
3. Volunteers working on one-time individual or group projects need not be interviewed as long as they will not, under any circumstances, have unsupervised access to students or valuables.

Volunteer Position Descriptions

Academic Mentor/Classroom Volunteer

This position involves working with TWLC staff to support our day program and/or tutoring participants in grades 7-12 during the after school program. After school volunteers are welcome to apply in the following areas: math, science, technology, writing and art. In addition, volunteers may support staff with college/career preparation programs. Volunteers may also be asked to supervise special events and activities under the direction of TWLC staff.

Recreational Volunteer

TWLC recreational volunteers will help support staff in the organization and delivery of an integrated recreation program. This may involve monitoring the recreation time during the day program or monitoring students during golf instruction. Volunteers may also help supervise other events and activities for students under direction of Golf and Recreation staff.

Internship

TWLC provides opportunities for high school and college students to intern in a variety of positions. Internships are developed and determined by the TWLC Executive Director. Please contact the TWLC to inquire as to whether internships are available.

Office/Clerical Volunteer

The Office/Clerical volunteer will help TWLC staff with a variety of administrative duties. Such duties may include the following: telephone support, data entry, typing, filing, organizing, and general administrative support. Volunteers may also be asked to supervise events and activities under the direction of TWLC staff.

Technology Volunteer

TWLC technology volunteers are needed to help staff supervise and provide minor technical support in both the Computer Clubhouse and the TWLC Computer Lab.

For Office Use Only:

- Background Check
- Reference Orientation
- Start Date: _____



Volunteer Application

Position Applying For:

Please check the position(s) you would like to apply for. You may choose more than one.

- Academic Mentor
- Classroom Volunteer
- Recreation Volunteer
- Technology Volunteer
- Office/Clerical Volunteer
- Internship

Personal Information

Name: _____
Address: _____
City: _____ Zip Code: _____
Home Phone: () _____ Cell Phone: () _____
E-mail Address: _____ Birthdate: _____
SS#: _____ Driver's License #: _____
Emergency Contact: _____ Phone: () _____
Gender: _____ Are you a student? _____ If yes, High School College
School Name: _____
Are you volunteering as part of a class/school requirement? _____ Class: _____
Organization/Business Affiliation: _____
How did you hear about the Tiger Woods Learning Center? _____

Special Skills and Interests

Are you bilingual? _____ If yes, in what language(s)? _____

Please indicate what areas of interest you have in working with children:

- Day Program
- Afternoon Program
- Weekend Program
- TWLC Golf Program

Please list any skills you have or other activities you are interested in.

Please indicate which grade level you would like to work with:

- Elementary (4-6)
- Middle (7-8)
- High (9-12)

Volunteering Schedule

A minimum commitment of 5 hours per week is desirable.

Please indicate the day(s) and time(s) you would like to volunteer in the boxes below.

Day: 8:00 – 2:00 PM Afternoon: 3:00 – 7:00 PM Saturday: 10:00 – 2:00 PM

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

References

In order to provide a safe and positive environment for the children at the Tiger Woods Learning Center, it is important to obtain adequate information from each applicant. Please answer the following questions to assist in this process. Any information you provide will be made confidential.

Have you ever been arrested for a criminal offense, excluding minor traffic violations? Yes No

Have you ever been accused, arrested or convicted for any sexually-related crimes? Yes No

Have you ever been accused, arrested or convicted for any substance abuse-related crimes?
 Yes No

If you answered YES to any of the previous questions, please explain.

Please give the name and phone number of 3 current references, 1 personal (excluding relatives) and 2 professional references who would be able to provide information related to employment, volunteer work and personal history.

Name/Relationship: _____
Phone: () _____

Name/Relationship: _____
Phone: () _____

Name/Relationship: _____
Phone: () _____

Applicant Statement

I authorize investigation of all statements contained in this application form if I am to be considered as a volunteer, and hereby authorize all references to give any and all information regarding my employment or scholastic standing together with any personal information, that may not be on their records. I understand that misrepresentation or omission of the facts called for hereon, or receipt of unsatisfactory references will be sufficient cause for dismissal from the company's services as a volunteer. I further understand that if I volunteer, my position will be at will and either of us may terminate our work relationship at any time.

I also agree to indemnify and hold harmless Tiger Woods Learning Center, its partners, their boards and commissions and their officers, agents and employees from and against all claims, loss or liability of any kind or nature for any possible injury incurred during volunteer service.

I also have no objection to being included in any picture taken at the Tiger Woods Learning Center site or other programs of Tiger Woods Learning Center that might be used for the purpose of interpreting the program or for publicity.

I acknowledge that I have read and understand the above statements and that I voluntarily sign this application.

Applicant Signature: _____ **Date:** _____

If applicant is under the age of 18, a parent/guardian signature is required.

Parent/Guardian Signature: _____ **Date:** _____

Please send application to:

Tiger Woods Learning Center
One Tiger Woods Way, Anaheim, CA 92801
Phone 714.765.8040
Fax 714.765.8058