



CLUB 100 CHARITIES

Members of Northern Palm Beach County Chamber of Commerce
A faith based group dedicated to serving the needs of the community

VOLUNTEER JOB DESCRIPTION

Title of Position	Congressional Awards Advisor
Description of Congressional Awards	The Congressional Award is a public partnership created by Congress to promote and recognize achievement, initiative, and service in America's youth. The U.S. Congress challenges young Americans to challenge themselves, and recognizes young people who set and achieve goals in four program areas. These areas are Public Service, Personal Development, Physical Fitness, and Expedition/Exploration.
Purpose of Position	Insure the Congressional Awards Program moves forward in Palm Beach County and that Club 100 sponsors a minimum of 50 Award Recipients per year beginning in 2009.
Primary Tasks	The Advisor helps recruit youth. Once the youth has decided to apply for the Congressional Awards the Advisor will work with the youth to fill out the application and develop a program to meet the four criteria of the program. The Advisor will keep in touch with the youth to insure goals are being met. It's anticipated that each Advisor will be responsible for between 5 and 10 applicants. If a youth drops out of the program the Advisor will notify the Coordinator and give an evaluation as to the reason.
Qualifications	This position requires computer skills using Microsoft Word, copy and fax machines along with other general office equipment. Good communication skills with youth are essential.
Training	Training of the Advisors will be the responsibility of John Cohen and other Club 100 members that are familiar with this program.
Screening Requirements	All Club 100 volunteers working with youth are required to have a background check run through the PBC Sheriff's Office. There will be no charge for this background check.
Time Commitment	This position requires a minimum time commitment of 4 hours per week. This can be spread over several days depending on the Coordinators availability. The telephone follow up can be from the Coordinator's home. Long distance phone expenses will be reimbursed.
Benefits	Club 100 has targeted youth's involved in the Sheriff's Eagle Academy. These cadets have decided that they want to get away from gangs and have chosen the Eagle Academy in order to help them straighten out their lives. There is no better personal award than the realization that you've made a big difference in these youngster's lives.

Club 100 Charities – 501 (C) (3) Organization
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