



## 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

<b>Title of Position</b>	Congressional Awards Coordinator
<b>Description of Congressional Awards</b>	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.
<b>Purpose of Position</b>	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.
<b>Primary Tasks</b>	The Coordinator will insure the applications are properly filled out with goals that will be accepted, and send them to Washington DC. The Coordinator will also insure each youth has an Advisor and monthly review the youth's progress with the Advisor, and develop a local file for the applications and status reports. If a youth drops out of the program the Coordinator will contact the youth to find out the reason. Scheduling Awards Presentations will also be the responsibility of the Coordinator.
<b>Qualifications</b>	This position requires computer skills using Microsoft Word, copy and fax machines along with other general office equipment. Managing the office and good communication skills are essential.
<b>Training</b>	Training of the Coordinator will be the responsibility of John Cohen and other Club 100 members that are familiar with this program.
<b>Screening Requirements</b>	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.
<b>Time Commitment</b>	This position requires a minimum time commitment of 8 hours per week. This can be spread over 2 or 3 days depending on the Coordinators availability. The telephone follow up can be from the Coordinator's home.
<b>Benefits</b>	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.

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