



GARY COMER  
YOUTH CENTER  
HOME OF THE  
SOUTH SHORE  
DRILL TEAM

# **GCYC**

# **Volunteer**

# **Manual**

## **Welcome to the Gary Comer Youth Center!**

On behalf of the Gary Comer Youth Center (GCYC) staff, Partners, and youth, I would like to welcome you to our team! I am confident that you will have a rewarding and enjoyable experience with GCYC!

This volunteer manual is designed to guide your work at GCYC, and is yours to keep. If you have questions or suggestions please feel free to contact me directly.

Again, I truly appreciate your volunteer time and energy. I look forward to working with you this year.

Sincerely,

Pamela Bozeman-Evans, Senior Director of Programs  
Gary Comer Youth Center  
PH 773-358-4085 FX 773-358-4089  
EM [pbozeman@gcyhome.org](mailto:pbozeman@gcyhome.org)



## **OUR HISTORY**

Gary Comer grew up on the South Side of Chicago and went to Paul Revere Elementary School in the 1930's. In 1998, Mr. Comer visited Revere and decided that he wanted to help improve the school. In addition to meeting Revere's then Principal Shelby Taylor, Mr. Comer met Arthur Robertson, Revere teacher, Founder and Director of the South Shore Drill Team (SSDT).

Both Mr. Comer and Mr. Robertson shared a unique vision: to offer a safe space for neighborhood children to build skills, strength, and good character. Through their common vision the Gary Comer Youth Center (GCYC) - Home of the South Shore Drill Team was developed.

One block from Revere, GCYC is a state-of-the art, 80,000 square foot facility. The space includes a college-sized basketball court, roof-top garden, and recording studio. Mr. Comer and Mr. Robertson hope that GCYC will provide enjoyment, education and fulfillment for many generations to come.

### ***Location***

Gary Comer Youth Center – Home of the South Shore Drill Team  
7200 South Ingleside Avenue (near South Chicago Avenue)  
Chicago, IL 60619

### ***Hours of Operation***

Monday through Friday	7:30AM-9:00PM
Saturday	9:00AM-9:00PM
Sunday	12:00PM-6:00PM

## **STAFF CONTACT INFORMATION**

Pamela Bozeman-Evans  
Sr. Director of Programs  
773-358-4085  
pbozeman@gcychoe.org

## **GARY COMER YOUTH CENTER VOLUNTEER OPPORTUNITIES**

**General Job Description:** Volunteers will assist staff and partners in the implementation of GCYC programs. Additionally, volunteers will provide general administrative support services as needed. Volunteers must be at least 17 years old and pass a police and DCFS background check. In general, volunteers are needed between the hours of 3:00 p.m. and 9:00 p.m., Monday through Friday; and between 12:00 p.m. and 4:00 p.m. on Saturday. Occasionally, volunteers may be invited to participate in special events on Sundays. For your convenience, volunteers can commit to one-time, short-term or long-term projects. There are five volunteer job types, each very important to the operation of the center. Volunteers can train and work in one or all of the following areas:

**1. *Class/Hall Monitor (CH Monitors)***

Volunteers will be assigned to monitor a hallway or class room to ensure the safety of youth in the building. These responsibilities are assigned in two hour blocks. Class/hall monitors are assigned to a space and/or lead staff/instructor. For example, a volunteer may be assigned to the Computer Lab to support the work of the class instructor. Detailed directions will be explained before each assignment.

**2. *Field Trip Monitors (FT Monitors)***

Field Trip Monitors will accompany staff, Partners and youth on off-site trips. These volunteers will be responsible for the safety and care of each youth participant in their assigned group. Volunteers will receive detailed instructions from the lead staff person before the trip.

**3. *Public Relations / Community Relations Volunteer (PR/CR Volunteers)***

PR / Community Relations Volunteers will develop and distribute flyers, coordinate email “blasts”, and announce special events at community meetings. Additionally, these volunteers will facilitate building tours for community adults and youth. Detailed instructions will come from a lead staff person.

**4. *Administrative Support Volunteer (Admin Volunteers)***

Administrative Support Volunteers will implement filing, phone, mailing projects for events and staff at the Center. Volunteers may also be asked to transcribe minutes and notes, coordinate a phone bank and collaborate on intern projects. These volunteers are particularly sensitive to projects with deadlines and high priority events.

**5. *Special Events Volunteer (Event Specials)***

The Special Events Volunteer will work during receptions, conferences, concerts, theatrical performances, and large sports events. These volunteers will manage tickets, participants, food orders, etc.

Please contact Ms. Bozeman-Evans for details or to join our team (773-358-4100). We will make every effort to place you in a volunteer role that suits your interest, skill and comfort level.

## **GCYC POLICIES AND PROCEDURES**

The Gary Comer Youth Center has several policies and procedures that pertain to volunteers. They are outlined below:

### **Dress and Appearance**

- ∞ We ask that all volunteers dress in a respectful and appropriate manner when in service with the Gary Comer Youth Center.
- ∞ Coaches and recreation program assistants should dress neatly and according to the job duties they are to perform.
- ∞ Cut-offs, spandex, or shorts above the knee are not permitted.
- ∞ Clothing with offensive writing or pictures is not permitted. Clothing with advertisements for alcohol, tobacco, guns or sex is not permitted.
- ∞ Sweats and warm-ups are permitted but must be free of rips or holes.
- ∞ Shoes worn should be appropriate for all activities being conducted. Open toe sandals or flip flops are not permitted while volunteering.

### **Health and Safety**

- ∞ Volunteers injured at GCYC must notify staff as soon after the accident as possible.
- ∞ A volunteer should NOT administer first aid to staff, members or guests.
- ∞ Volunteers should take precautions to avoid contact with blood or bodily fluids.
- ∞ Contact a trained staff member for administering first aid, incidents and to address other emergency situations (weather, accidents, loss or personal injury).
- ∞ Smoking and alcoholic beverage consumption is not allowed on the premises or during activities of the GCYC at any time.
- ∞ Youth are not to be transported in personal automobiles of volunteers.

### **Sexual Harassment and Volunteers**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. All sexual harassment concerns involving volunteers should be reported to the executive director or senior program director. A full copy of the Gary Comer Youth Center Sexual Harassment policy is available upon request.

### **Volunteer Discharge**

A volunteer may be discharged from service at GCYC at the discretion of the Senior Program Director or Executive Director. Discharge can be decided for any reason including criminal action; consistent disrespect of members, staff or visitors; fighting; harmful communications about the center, its members or staff.

### **Public Relations**

Please refrain from talking with the media about the Gary Comer Youth Center. Refer all media personnel to the Senior Program Director or Executive Director. If not on site, have media contact the staff listed above at 773-358-4100.

### **Evaluation**

Volunteers will be evaluated upon request. We will be happy to provide you with feedback on your performance and outline areas of strength. Volunteers will also get the chance to evaluate their experience at the GCYC.



### **EQUAL OPPORTUNITY**

The Gary Comer Youth Center (GCYC) is an Equal Opportunity Employer. The established policy of GCYC is to affirm and dedicate itself to the primary principle of nondiscrimination in all phases of its activities. GCYC pledges itself to the following policy to all applicants of volunteer opportunities: GCYC will not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, veteran status, marital status, disability unrelated to ability to perform the task, or any other reason prohibited by the federal, state or local law. In addition, GCYC will not tolerate sexual, racial or any other harassment prohibited by law.

## VOLUNTEER APPLICATION

Please return to:  
Gary Comer Youth Center  
7200 S. Ingleside Avenue  
Chicago, Illinois 60619  
or via fax at 773-358-4089  
or via email at [pbozeman@gcyhome.org](mailto:pbozeman@gcyhome.org)

***(PLEASE ENCLOSE A RESUME IF AVAILABLE)***

**LAST NAME, FIRST, MIDDLE** (please print)

\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

What is the best way to contact you? \_\_\_\_\_

What is the best time to reach you? \_\_\_\_\_

DO YOU HAVE CHILDREN AT GCYC?

\_\_\_\_\_

HOW DID YOU HEAR ABOUT GARY COMER YOUTH CENTER?

\_\_\_\_\_

**EMPLOYER (If currently not employed, list past employer)**

EMPLOYER NAME: \_\_\_\_\_

YOUR TITLE: \_\_\_\_\_

YOUR PHONE: \_\_\_\_\_

YOUR DUTIES: \_\_\_\_\_

\_\_\_\_\_  
MAY WE CONTACT YOU AT WORK? YES NO

**EDUCATION**

HIGH SCHOOL: \_\_\_\_\_

GRADUATION DATE: \_\_\_\_\_

COLLEGE/UNIVERSITY: \_\_\_\_\_

DEGREE: \_\_\_\_\_

DATE: \_\_\_\_\_

**SKILLS & INTERESTS**

What specific interests, skills or areas of expertise would you like to bring to GCYC?

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

List any foreign languages written or spoken.

\_\_\_\_\_

Please identify the person, group (age group, gender), or program that you are interested in working. If no preference, please comment as such.

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

Please describe briefly your interest and motivation in becoming a GCYC volunteer.

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

Describe any past volunteering experience.

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**AVAILABILITY**

This section will help determine the best days and times you would like to volunteer. Please write in the times you are available each day.

Day:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times Available:							

**EMERGENCY CONTACT**

Please list a friend or family member whom we can contact in case of an emergency:

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_

**REFERENCE REQUEST**

**I, \_\_\_\_\_, authorize GCYC to contact my reference(s) listed below. I understand that the information obtained will be used to further determine my eligibility to participate in the Volunteer Program. Furthermore, I understand that the information obtained will not be used to discriminate against me in any way. Please list two references below.**

**1. PROFESSIONAL**

NAME:

BUSINESS:

RELATIONSHIP:

PHONE NUMBER:

**2. PERSONAL**

NAME:

RELATIONSHIP:

PHONE NUMBER:

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

# GARY COMER YOUTH CENTER

## INVESTIGATION AUTHORIZATION

I, \_\_\_\_\_, hereby authorize Gary Comer Youth Center and/or Comer Science & Education Foundation and/or its agents to conduct an investigative report and/or reference check concerning all statements contained in my application for employment; to interview all employers, references, and other individuals and institutions to obtain information and opinions about me; and to conduct any other investigation that it deems appropriate. Such investigation may include but is not limited to my education, employment history (except my current employer if I have so indicated above), character, general reputation, driving record, credit history, and criminal record. In the event that I am employed by Gary Comer Youth Center and/or Comer Science & Education Foundation, I hereby authorize Gary Comer youth Center and/or Comer Science & Education Foundation to answer any inquires regarding my employment, conduct, qualifications, and reasons for leaving.

I understand that I have the right to request Gary Comer Youth Center and/or Comer Science & Education Foundation to disclose to me, completely and accurately, the nature and scope of the investigation. (Such a request must be made in writing to the human resources department within a reasonable time after you have completed and signed this authorization.)

In exchange for being considered for employment, I hereby release Gary Comer Youth Center and/or Comer Science & Education Foundation, its employees, and agents, as well as any law enforcement agency, current or former employer, educational institution, credit agency, or any other individual providing information about me to Gary Comer Youth Center and/or Comer Science & Education Foundation, from any liability arising from disclosure of such information that is obtained during said investigation.

Name

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

\_\_\_\_\_  
Maiden Name or Other Names Used

\_\_\_\_\_  
Present Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Former Address

\_\_\_\_\_  
How Long?

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Social Security #

\_\_\_\_\_  
Driver's License #

\_\_\_\_\_  
State of License

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

# GARY COMER YOUTH CENTER

## Sworn Policy Statement

### Drug and Alcohol Free Statement

I understand and certify that as a condition of employment with the Gary Comer Youth Center and/or Comer Science & Education Foundation, I am drug and alcohol free and will remain so at the workplace during the course of my employment. I understand that the unlawful manufacture, distribution, possession, consumption, or use of illicit drug on Gary Comer Youth Center Property or as part of its activities is prohibited. Violation of this prohibition by employees will result in one of the following actions being taken: disciplinary supervision, discharge, required medical leave or treatment, or other appropriate action. Furthermore, I understand that the Gary Comer Youth Center must be notified of any criminal drug statute conviction no later than five days after such conviction.

\_\_\_\_\_ (Initial)

### Mandated Reporter Status

Pursuant to the Abused and Neglected Child Reporting Act (Ill Rev. Stat. 1985, ch23, paras, 2051 et seq) I am required to report or cause a report to be made to the child abuse Hotline number (1-800-25-ABUSE) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected. I understand that there is no charge when calling the Hotline number and that the Hotline operates 24-hours per day, 7 days per week, 365 days per year. I further understand that if I willfully fail to report suspected child abuse or neglect I may be found guilty of a Class A misdemeanor. I affirm that I have read these statements and have knowledge and understanding of the reporting requirements that apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_ (Initial)

### Criminal Background Authorization

I hereby authorize the Gary Comer Youth Center and/or Comer Science & Education Foundation to forward my name to law enforcement officials for the purpose of conducting a criminal background check and agree to execute any forms required by said officials for such purposes. I further certify that I have not been convicted of any offense in any state or against the laws of the United States, which if committed or attempted in the state would have been punished as one or more of the enumerated offenses. I understand that my employment with the Gary Comer Youth Center and/or Comer Science and Education Foundation is expressly conditioned on such an investigation revealing no record of conviction. I also understand that I am not obligated to disclose sealed or expunged records of conviction or arrest. I further certify that I have not been convicted of the following crimes:

Indecent solicitation of a child	Aggravated criminal sexual assault	Keeping a place of prostitution
Keeping a place of juvenile prostitution	Soliciting for juvenile prostitute	Pimping
Patronizing a juvenile prostitute	Criminal sexual assault	Juvenile pimping
Exploitation of a child	Aggravated criminal sexual assault	Obscenity
Child pornography	Public Indecency	Criminal sexual abuse
Controlled Substance Act	Cannabis Control Act	Harmful Materials

\_\_\_\_\_ (Initial)

I have read and understand the mission, what is considered unacceptable behavior, guidelines for disciplinary action and have initialed the Sworn Policy Statement. I also understand that if there are any additions I will receive a written copy.

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Signature

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Date

