



BOYS & GIRLS CLUBS
OF MONTEREY COUNTY

Minimum Standards and Expectations of All BGCMC Staff:

1. Staff monitors areas assigned. Staff identifies and addresses anything out of order.
2. Staff calls members by their first names.
3. Staff implements youth development strategies and enforces club rules fairly and consistently. Staff uses good judgment.
4. Staff approaches every interaction as potential teaching and learning opportunities for youth development with Members. Engages members in conversations that test their knowledge. Staff encourages members to work on improving weak areas. Staff praises members for good study and work habits.
5. Staff catches members doing things right, acknowledging them for their accomplishments, good deeds and good conduct.
6. Staff insures proper care of Boys & Girls Club property (tables, computers, books, magazines, etc.).
7. Staff helps resolve conflicts that may occur between members. Staff is respectful, fair, firm, and consistent and kind during the process.
8. Staff assists in planning, organizing and implementing school break programs.
9. Staff maintains an environment that ensures the health and safety of members.
10. Staff strives to achieve a high standard of professionalism in effective communication, personal motivation, and interpersonal skills with peers, superiors, parents and the general public.
11. Staff respects confidentiality of co-workers, volunteers and information.
12. Staff serves as positive role models within the organization and in the community, adhering to Boys and Girls Club Monterey County (BGCMC) Standards of Conduct, as outlined in the Employee Handbook, at all times.
13. Staff contributes to the successful implementation of policies and procedures, professional standards and communication throughout the BGCMC.
14. Staff functions as team players and assume additional responsibilities as called upon.