



... lessons for life

One Button Hole Drive • Suite One • Providence, Rhode Island 02909 • T 401.421.1664 • F 401.421.2080 • www.buttonhole.org

## VOLUNTEER PROFILE

MR  MRS  MS \_\_\_\_\_ AGE \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE DAY \_\_\_\_\_ PHONE NIGHT \_\_\_\_\_

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

HOW YOU HEARD OF 'BH' \_\_\_\_\_

GOLF EXPERIENCE \_\_\_\_\_

SUPERVISING KIDS \_\_\_\_\_

ADMINISTRATIVE \_\_\_\_\_

OTHER VOLUNTEER STRENGTHS \_\_\_\_\_

### AVAILABILITY/4 HOUR MINIMUM SHIFTS PLEASE

**SUNDAY**      **MONDAY**      **TUESDAY**      **WEDNESDAY**      **THURSDAY**      **FRIDAY**      **SATURDAY**  
 AM  PM     AM  PM     AM  PM     AM  PM     AM  PM     AM  PM     AM  PM

### PLEASE CHECK THE AREAS IN WHICH YOU HAVE MOST INTEREST/EXPERIENCE

#### ASSISTANT GOLF INSTRUCTORS

- Have knowledge of the game.
- Become familiar with the teaching manual and schedule of instruction dates.
- Attend instructor operation meetings.
- Do not be reluctant to help students, always be encouraging and friendly.
- Be familiar with the equipment, its storage and cleanliness.
- Be aware of safety issues such as club swinging, noise, and standing in proper areas.

#### GOLF SHOP PERSONNEL

- Greet customers, students, and guests with a hello and a smile.
- Be knowledgeable of the facility in order to answer guests' questions.
- Become familiar with all policies and procedures of the golf shop including fees, tee times and store sales.
- Collect fees.
- Maintain availability of equipment, merchandise, passes, ID's, and tee chits for starters.
- Be sure to keep the golf shop clean, tidy up when necessary.
- Refer any problems to staff.
- Print out daily receipts.

#### MENTORING

- Play a round or hit a bucket of balls with student(s).
- Assist the counselors and instructors with students
- Assist students with special assignments.

#### STARTERS

- Supervise the starting time of golfers at the first tee by scheduled tee times. Check to be certain starting time and fees have been assigned to players.
- Keep tee area and nearby practice green clean and quiet
- Maintain friendly atmosphere by your enthusiasm.
- Advise staff regarding course back-up and delays of starting times due to congestion and slow play.
- Collect any equipment that has been left behind.
- Observe surrounding activity.

#### ADMINISTRATION

- Maintain rosters, class records and ID cards.
- Answer phones and distribute messages, send faxes and make copies.
- Post flyers in the clubhouse and circulate them among staff.
- Maintain records of receipts.
- Assist at special events.
- Assist in mass mailings.
- Keep list of inventory, replenish supplies.

#### RANGE AND COURSE MONITOR

- Marshall the course and driving range to support proper behavior
- Be available to monitor at special events programs.

#### EQUIPMENT MAINTENANCE

- Clean and repair clubs.
- Sort clubs by number and assist in storage and cataloguing equipment.
- Store needed auxiliary items such as detergents, rags, brushes, brooms and tee replacements.
- Clean hitting bays, perimeter areas, and waste baskets.
- Retrieve any baskets, balls, and clubs left behind.

#### RANGE MAINTENANCE

- Make balls available for the range through the golf shop.
- Retrieve and clean balls using equipment (will receive training.)
- Store needed auxiliary items such as detergents, rags, brushes, brooms and tee replacements.
- Clean hitting bays, perimeter areas, and waste baskets.
- Retrieve any baskets, balls, and clubs left behind.

#### COURSE FACILITY MAINTENANCE

- Ball washers, fluid and towels
- Trash pick-up
- Landscaping
- Clubhouse, surrounding areas and parking lot



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## DISCLAIMER/AUTHORIZATION

I, \_\_\_\_\_ hereby authorize New England Research Associates to furnish Button Hole with any and all information it may find concerning me. The release of the requested information is provided voluntarily and is necessary for the purpose of volunteer service.

The authorized information is not to be given to any other person, firm, or corporation not specified herein without first obtaining the undersigned's additional written consent. The undersigned may withdraw this consent at any future time, in writing.

I hereby waive and release any and all manner of actions, cause of actions, and demands of every kind, nature and description, arising from any release of criminal record and requests therefrom, whatsoever against Button Hole, its employees and Board of Directors in both law and equity which I may now have or in the future may have.

Button Hole policy requires background checks.

MR  MRS  MS \_\_\_\_\_

SOCIAL SECURITY NUMBER \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

EMERGENCY PHONE \_\_\_\_\_ 2ND EMERGENCY PHONE \_\_\_\_\_

The Button Hole Short Course and Teaching Center relies on the participation of volunteers and interns on a daily basis. They are a crucial element in the success of our program and have shown continual support throughout the organization.

By signing this form as a volunteer and/or guardian of the volunteer/intern you hereby release Button Hole from any and all liability associated with the volunteer's/intern's activities.

SIGNATURE OF APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

NAME OF GUARDIAN, IF APPLICANT IS UNDER 18 \_\_\_\_\_

SIGNATURE OF GUARDIAN \_\_\_\_\_ DATE \_\_\_\_\_

WITNESS NAME \_\_\_\_\_

SIGNATURE OF WITNESS \_\_\_\_\_ DATE \_\_\_\_\_

### BUTTON HOLE STAFF USE ONLY

SEASON \_\_\_\_\_ YEAR \_\_\_\_\_

PROCESSED BY \_\_\_\_\_ BACKGROUND CHECK STATUS \_\_\_\_\_

DATE \_\_\_\_\_