

YMCA VOLUNTEER APPLICATION FORM

1. **Name:** First _____ M.I. _____ Last _____ E-Mail _____

2. **Address:** Street _____ City/State _____ Phone: Day _____ Evening _____

3. **Position for which you are volunteering?** _____

4. **What are your reasons for wanting to serve as a volunteer?** _____

5. **What special skills/experience do you bring to this position?** _____

6. **List your chief hobbies or interests:**

7. **Do you have any of the following?**
First Aid Certification: _____ Expiration Date: _____
CPR Certification: _____ Expiration Date: _____
Other Certification(s) _____ Expiration Date: _____

8. **Have you ever been refused participation in any youth program?** Yes ___ No ___

9. **Do you have any physical or mental condition that may prevent your from performing the duties described in your job application?**
___No ___Yes If "Yes," please explain. A "Yes" answer does not necessarily preclude volunteer position

10. **Except for minor traffic violations, have you ever been convicted of any violation of the law?**
___No ___Yes If "Yes," please explain. A "Yes" answer does not necessarily preclude volunteer position

11. **Character/Professional References (if applying for youth volunteer, list one that has experienced your participation in volunteering for youth activities):**

Name	Address	Phone
_____	_____	_____
_____	_____	_____

12. **Additional remarks:**

As a condition of volunteering, I give permission for The Family YMCA and its assigned agencies to conduct a background check on me, which may include a review of criminal records maintained by government agencies. I understand that my position is dependent upon receiving no inappropriate information on my background check. I am subject to suspension by the YMCA at anytime in the event of inappropriate behavior as outlined in the Code of Conduct and Employee Handbook. The facts set forth in my application are true and complete. I understand that if engaged, false statements on this application will be considered sufficient cause for dismissal.

Applicant Signature _____ Date _____

Substance/Alcohol Abuse and Testing Policy

It is the policy of The Family YMCA to ensure a healthy and safe environment free from substance use/abuse within the programs, activities, and premises of the YMCA in accord with its mission statement to promote wellness in spirit, mind and body. The possession, use, manufacturing, or distribution of alcohol and illegal drugs and the illegal possession, use, or distribution of prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held, will not be tolerated. Illegal actions will be reported to the Los Alamos Police Department and to the offices of Drug Enforcement.

Off-the-job illegal drug activity or alcohol abuse could have an adverse effect on an employee's job performance and could jeopardize the safety of other employees, the public, association equipment, and the YMCA's relations with the public, and therefore, will not be tolerated. Under no circumstance should any of our employees possess, use, manufacture, or distribute illegal drugs outside of work hours. Under no circumstance should any of our employees be illegally using or illegally under the influence of alcohol. Employees who violate this policy are subject to disciplinary action, including dismissal.

Each individual associated with The Family YMCA will assume personal responsibility for her own actions. Anyone with knowledge of illegal possession, use, manufacturing, or distribution of illegal drugs or alcohol within YMCA programs, activities, and/or premises is to report the facts of the case to her supervisor, respecting the confidentiality of that communication.

A "zero tolerance" attitude will be enforced. Final decision as to actions taken based upon the facts of each individual case rests with the President of the Board of Directors and the Executive Director of The Family YMCA. Any employee may be requested to be tested for substance or alcohol abuse. Results of these tests will be shared with the appropriate YMCA staff and may be used to determine employment or continued employment .

Employees suspected of involvement in substance abuse will be placed upon suspension without pay until official determination of involvement has been completed. A positive determination will result in immediate termination of employment with forfeiture of all benefits prior to the suspension date. A negative determination will result in reinstatements at the same or equal position. If an employee is charged and awaiting trial for illegal activities, she will be placed on leave without pay until legal determination is completed.

Request for reemployment following drug rehabilitation will be considered on an individual basis with recommendation from the President of the Board of Directors and the Executive Director.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE POLICY

I hereby acknowledge that I have read and understood the above policy and agree to adhere to the policy.

Signature of Applicant

Date

If under 18, signature of parent or guardian

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE

Y CODE OF CONDUCT

"Staff" refers to employees and volunteers of The Family YMCA: staff, instructors, board members, coaches, assistants, instructor aides, substitutes and volunteers. "Participants" refers to all members, program participants, community service workers, non-Y maintenance and construction workers, guests and visitors.

1. Staff will interact with participants and other staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation. The Family Y is an equal opportunity employer and supervisors will not discriminate when hiring staff.
2. Staff will portray a positive role model and act in a caring, honest, respectful and responsible manner, maintaining an attitude of patience, courtesy, tact and maturity.
3. While the Y does not discriminate against an individual's lifestyle, it does require that staff abide by the standards of conduct set forth by the Y in the performance of their job
4. Staff will appear clean, neat, and appropriately attired.
5. Staff will report to work on time as scheduled or notify supervisor.
6. Staff will properly record hours worked and turn in time sheets when due.
7. Staff will not falsify any Y records.
8. Staff will carry out job assignments and follow supervisors' instructions.
9. Staff must be free of physical and psychological conditions that might adversely affect participants' physical or mental health.
10. Staff will not discuss confidential matters with anyone outside of the Y or with unauthorized employees. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.
11. Staff will not gossip in the work place.
12. Staff will not carry weapons on Y property or into Y programs.
13. Staff will not steal, or attempt to steal Y, members, participants, or staff property.
14. Staff will not intentionally destroy Y property or property where Y programs are held, or advocate or participate in unlawful seizure of Y property or property where Y programs are held.
15. Staff will not be on Y property during closed hours without authorization from the executive director
16. Staff will not use the Internet inappropriately.
17. Staff will notify the Y of a conviction or arrest.
18. Staff will not use profanity, abusive language; tell inappropriate jokes, or share intimate details of personal life in front of members, participants or other staff.
19. Staff will not smoke or use tobacco in the presence of participants. Smoking in and around the Y facility and programs is prohibited.
20. Never report to work under the influence of alcohol, intoxicants or drugs. The possession, use, manufacturing, or distribution of illegal drugs, alcohol and/or prescription drugs within the programs, activities and premises of The Family Y, and other facilities where Y programs are held is prohibited. Off-the-job illegal drug activity, as described above, or alcohol abuse, including illegal alcohol use, will not be tolerated.

21. Staff will refrain from intimate displays of affection towards others during working hours.
22. Staff will not engage in sexual, religious, racial, ethnic, or any other kind of harassment towards members, participants, or other staff.
23. Staff will not abuse participants or other staff in any of the following manners: physical abuse - striking, spanking, shaking, slapping; verbal abuse - humiliating, degrading, threatening; sexual abuse - inappropriate touching or verbal exchange, molestation, indecent exposure; mental abuse - shaming, withholding love, cruelty; neglect - withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
24. Staff will respect participants' rights not to be touched in ways that make them feel uncomfortable. Other than diapering, staff will not touch areas of participants' bodies that would be covered by a bathing suit.
25. Staff will read and sign all policies related to preventing, identifying, documenting, and reporting child abuse, and attend training as instructed by a supervisor
26. Staff ages 18 and over will not date participants ages 17 and under.
27. Staff will not transport participants ages 17 and under in their own vehicles.
28. Staff ages 18 and over will not be alone with participants ages 17 and under outside of the Y. This includes babysitting, sleepovers, and inviting youth to staff's home. Staff ages 17 and under will not be alone with participants ages 12 and under outside of the Y. Any exceptions require a written explanation before the fact and are subject to administrative approval.
29. Staff will never leave participants ages 12 and under unsupervised
30. At no time during a Y program will Y staff age 18 and over be alone with a participant age 17 and under. At no time will any Y staff be alone with a participant 12 and under.
31. If working with children, staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition and comparison. Staff will have age-appropriate expectations and set up or follow guidelines that minimize the need for confrontation or discipline. Physical restraint is used only in pre-determined situations (i.e. necessary to protect someone from harm) and must be documented in writing.
32. If working with children, staff will conduct a health check of each participant each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the participant or the participant's parent/guardian in a non-threatening manner. Any questionable marks or responses will be documented.
33. If working with children, staff will not release youth ages 12 and under to anyone other than an authorized individual on file with the Y.
34. If working with children, staff will conduct or supervise private activities for participants, such as diapering, putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff will be positioned so they are visible to others.

I understand the above list is illustrative of the type of conduct that is expected, but not inclusive of all conduct that is not tolerated. The Employee Handbook provides further guidance of rules and regulations. I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Date

If under 18, parent/guardian signature

Date



Notice and Authorization Concerning Criminal Background Checks for Volunteers

This form, which you should read carefully, has been provided to you because The Family YMCA ("Organization") may request a criminal background report in connection with your application for volunteer service, or at any time during the course of your volunteer service with the Organization, if any, for purposes of evaluating your suitability for volunteer service. Additionally, in the event that claims or disputes between you and The Family YMCA are filed with any third parties, the organization may request investigative reports for purposes of evaluation and response, regardless of whether you remain in the service of the Organization at the time such claims or disputes arise.

The types of reports that may be requested from lexisnexis.com or other registry under this policy include criminal background search including sex offender records. **Please note:** The YMCA will maintain the complete confidentiality of all information obtained through criminal background checks, reference checks, and all information on application forms, including information regarding disqualification decisions.

The Family YMCA will not discriminate against any person on the basis of race, color, creed, sex, religion, age, disability, national origin, citizenship, or marital status.

Authorization

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of criminal background search reports, as defined above, to The Family YMCA (1) in conjunction with my application for volunteer service, (2) during the entire course of my volunteer service, if any, and (3) after any such volunteer service ends. I further understand that any and all information contained in my application or otherwise disclosed to the YMCA by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the criminal background search reports requested by the Organization and confirm that all such information provided in connection with my application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, a guarantee of volunteer service or a promise of continued service.

Name (printed)

*Social Security number

Full address, including ZIP code

*Date of birth (mm/dd/yy)

Signature

Date

For office use only:

Department

Minor? Yes No