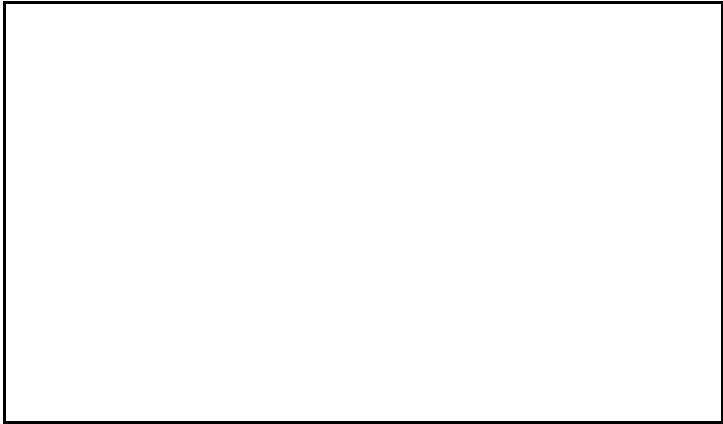


VALPARAISO FAMILY YMCA VOLUNTEER APPLICATION



DATE: _____

NAME: _____
Last First

HOME PHONE: _____

ADDRESS: _____

EMPLOYER/SCHOOL: _____ WORK PHONE: _____

BIRTH DATE: _____ SOC. SEC. #: _____

EMERGENCY CONTACT: _____

NAME

PHONE NUMBER

REFERENCES: Give the names of three persons not related to you, whom you have known at least one year.

Name	Phone No.	Address	Business	Years Acquainted

Why do you wish to volunteer at the Valparaiso Family YMCA?

List special skills, interest, hobbies:

Educational background:

Previous Volunteer Experience:

How often would you like to volunteer?

Weekly (How many hours per week? _____) Bi-Weekly Monthly Special Events

What days and times are you available for volunteer work?

Monday AM _____ PM _____ Friday AM _____ PM _____
Tuesday AM _____ PM _____ Saturday AM _____ PM _____
Wednesday AM _____ PM _____ Sunday AM _____ PM _____
Thursday AM _____ PM _____

Which areas of volunteer service interest you?

- | | | |
|---|--|---|
| <input type="checkbox"/> Fund Raising | <input type="checkbox"/> Youth Programs | <input type="checkbox"/> Building Maintenance |
| <input type="checkbox"/> Campaigns | <input type="checkbox"/> Counselor | <input type="checkbox"/> Electrical |
| <input type="checkbox"/> Office Work | <input type="checkbox"/> Chaperone | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Tutor/Mentor | <input type="checkbox"/> Tile |
| | <input type="checkbox"/> Family Programs | <input type="checkbox"/> Landscape |
| <input type="checkbox"/> Office Work | <input type="checkbox"/> Babysitting | <input type="checkbox"/> Painter |
| <input type="checkbox"/> Mailings | <input type="checkbox"/> Teen Night | <input type="checkbox"/> Carpentry |
| <input type="checkbox"/> Other | <input type="checkbox"/> Halloween Party | <input type="checkbox"/> Custodial |
| | <input type="checkbox"/> Daddy/Daughter Date Night | |
| <input type="checkbox"/> Youth Sports (which one) _____ | | <input type="checkbox"/> Allways Learning Preschool |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Van Driver | <input type="checkbox"/> Story Time Reader |
| <input type="checkbox"/> Asst. Coach | | |
| <input type="checkbox"/> Parent Volunteer | <input type="checkbox"/> Committee Work | <input type="checkbox"/> Seniors Activities |
| | <input type="checkbox"/> Programs | |
| <input type="checkbox"/> CPR/AED Instructor | <input type="checkbox"/> International | <input type="checkbox"/> Fitness |
| | <input type="checkbox"/> Projects | <input type="checkbox"/> Instructor |
| <input type="checkbox"/> First Aid Instruction | <input type="checkbox"/> Membership/Marketing | <input type="checkbox"/> CardioRoom Supv. |
| | | <input type="checkbox"/> Tester |
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Board Work | |
| <input type="checkbox"/> Instructor | <input type="checkbox"/> Advisory Board | <input type="checkbox"/> Skill/Hobby Instructor |
| <input type="checkbox"/> Life Guard | <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Basket Weaving |
| <input type="checkbox"/> Aqua Aerobics | <input type="checkbox"/> Foundation Board | <input type="checkbox"/> Watercolor/Oil |
| <input type="checkbox"/> Arthritis Classes | | <input type="checkbox"/> Dance Classes |
| <input type="checkbox"/> Adaptive Classes | <input type="checkbox"/> Adult Leagues | <input type="checkbox"/> Flower Arranging |
| | <input type="checkbox"/> Scorekeeper | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Ringing In Spring 5K Race | <input type="checkbox"/> Referee | |
| | | |
| <input type="checkbox"/> Valpo Triathlon | <input type="checkbox"/> Member Services Access Desk | <input type="checkbox"/> Other _____ |

Are you a YMCA member? _____ If so, for how many years? _____

Have you ever been convicted of a criminal case more serious than a minor traffic violation? Yes No
If yes, please specify date, charge, place and action taken. _____

AI certify that the facts contained in this application are true and complete to the best of my knowledge. I hereby authorize the Valparaiso Family YMCA to engage in a background check and the investigation of all statements contained herein including the references listed above to give you any and all pertinent information they may have. I hereby release all parties from all liability for any damage that may result from furnishing the information described in the previous sentence, to the YMCA of Valparaiso, IN, Inc. @

Date: _____ Signature: _____

VOLUNTEER CODE OF CONDUCT

1. In order to protect YMCA volunteers - at no time during a YMCA program may a volunteer be alone with a single child where they cannot be observed by others. As volunteers supervise children, they should space themselves in a way that other staff can see them.
2. Volunteer shall never leave a child unsupervised.
3. Restroom supervision: Volunteer will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteer will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the volunteer (not being alone with a child). If volunteer is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff or volunteer.
4. Volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suites, taking showers, etc. When this is not feasible, volunteer should be positioned so that they are visible to others.
5. Volunteer shall not abuse children including:
 - physical abuse - strike, spank, shake, slap;
 - verbal abuse - humiliate, degrade, threaten;
 - sexual abuse - inappropriate touch or verbal exchange;
 - 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.
6. Volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Volunteer will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (necessary to protect the child or other children from harm), is only administered in a prescribed manner and must be documented in writing.
7. Volunteer will conduct a health check of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
8. Volunteer will respond to children with respect and consideration and shall treat all children equally regardless of sex, race, religion, culture.

9. Volunteer will respect children=s rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
10. Volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, staff and volunteers.
11. While the YMCA does not discriminate against an individual=s lifestyle, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
12. Volunteer must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. Profanity, inappropriate jokes, sharing intimate details of one=s personal life, and any kind of harassment in the presence of children or parents is prohibited.
16. Volunteer must be free of physical and psychological conditions that might adversely affect children=s physical or mental health. If in doubt, and expert should be consulted.
17. Volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Volunteer may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleep overs, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Volunteers are not to transport children in their own vehicles.
20. Volunteers may not date program participants under the age of 18 years of age.
21. Under no circumstances should volunteer release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA).
22. Volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.

I understand that any violation of the Code of Conduct may result in termination.

Volunteer=s Printed Name

Volunteer=s Signature

Date

Volunteer Coordinator=s Signature

Date