



# MONROE COUNTY YMCA VOLUNTEER APPLICATION

Today's Date: \_\_\_\_\_

## PERSONAL INFORMATION

NAME Last: \_\_\_\_\_ First: \_\_\_\_\_ Middle: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DAYTIME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

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

OCCUPATION: \_\_\_\_\_ EMPLOYER: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## PERSONAL REFERENCE

Please provide a personal reference who has known you for at least 2 years and is not a relative.

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

## VOLUNTEER AREA OF INTEREST

- PLAY AND LEARN** (ongoing, M-Sat mornings) Play, read stories, crafts with children age 6 weeks – 6 years
- LEAP PROGRAM** (ongoing, week-day afternoons) Volunteers will provide assistance and support with homework, small group activities, and various enrichment and physical activities during LEAP.
- WELCOME CENTER** (ongoing, M-Sat mornings) Greet members, help with check-in, towels and locks
- YOUTH SPORTS** (M-Th evenings, Fall/Winter Basketball, Spring/Fall Soccer, Summer T-ball) Coach teams
- ADAPTED AQUATICS** (ongoing, Fr. afternoons) Assist children who may have physical or cognitive disabilities
- SWIM LESSONS** (ongoing, weekday afternoons, Sat mornings) Assist in water
- SERVICE IN FRIENDSHIP** (ongoing, meet 1x/month) Knitters, crocheters and quilters to create items for Y For All Holiday Bazaar
- SPECIAL EVENTS** (1x, mostly weekends, Fall Run/November, Spring Run/April, SPLASH/March, Easter Egg Hunt/March) Duties vary based on event

## WHY ARE YOU INTERESTED IN VOLUNTEERING WITH THE YMCA?

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

## WHAT IS YOUR AVAILABILITY? (DAYS, TIMES, EVENINGS, WEEKENDS, ETC.) PLEASE BE SPECIFIC:

\_\_\_\_\_

# VOLUNTEER INFORMATION DISCLOSURE AND CONSENT

## I understand and agree that:

1. Any misrepresentation or deliberate omission on this application may be justified as termination of volunteerism.
2. The YMCA will make a thorough investigation of work history and verification of all data. I authorize this investigation and I release any person for giving or receiving such information.
3. I have read and understand the above.
4. I understand that it is the YMCA's policy to secure conviction-only criminal history information as part of the screening process for volunteers. I have provided the following information for the sole purpose of the YMCA's obtaining a conviction-only criminal history file search. The Monroe County YMCA will be seeking information in my background related to child abuse.

**Date of Birth:** (MM/DD/YY) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_      **Soc Security #** (required): \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Gender:** \_\_\_ Male \_\_\_ Female

**Have you ever been convicted of a crime:** \_\_\_ Yes \_\_\_ No

If "Yes", please explain: \_\_\_\_\_  
\_\_\_\_\_

**Are you volunteering to fulfill court-ordered community service?** \_\_\_ Yes \_\_\_ No

**Please list the most recent cities and counties in which you have lived:**

CITY	COUNTY	STATE	YEARS LIVED THERE
_____	_____	_____	_____
_____	_____	_____	_____

## VOLUNTEER AGREEMENT

- I understand that I am a volunteer for a non-profit social service agency and that I am donating my time/service to the Monroe County YMCA as a volunteer, I understand that I will not receive any compensation, benefits, or exchange of privileges in return for my service.
- I understand that reimbursement for any personal expenses or auto use related to this position shall not be provided unless clearly agreed upon in advance, in writing, with the supervisor.
- I understand that failure to perform my assigned duties or follow YMCA policies, practices, and/or Volunteer Code of Conduct (available to view upon request) may result in the termination of the volunteer relationship. I further understand that either the YMCA or I can sever the volunteer relationship at any time with or without notice or cause.

**Sign below indicating that you have read this entire page and agree to the above statements**

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if volunteer is under 18 yrs)

For more information:  
812.332.555      info@monroecountyyymca.org

## For office use only

E-mail Sent: \_\_\_ BC Complete: \_\_\_ Forwarded to: \_\_\_\_\_

**MONROE COUNTY YMCA VOLUNTEER ACKNOWLEDGEMENT**  
**PLEASE READ CAREFULLY BEFORE SIGNING.**

IF VOLUNTEER IS AT LEAST 18 YEARS OLD, THEN VOLUNTEER MUST READ AND SIGN BELOW:

I understand as a volunteer, that I am not an employee of the Monroe County YMCA and understand and agree that I will not receive any compensation or benefit nor be eligible for any coverage under the Indiana Workers Compensation Laws.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT, UNDERSTAND ITS CONTENTS, AND ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES INCURRED WHILE VOLUNTEERING WITH THE MONROE COUNTY YMCA.

\_\_\_\_\_

Printed name of Volunteer	Signature of Volunteer	Date
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Emergency Contact: \_\_\_\_\_

Name	Telephone
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IF VOLUNTEER IS UNDER 18 YEARS OLD, THEN PARENTS MUST READ AND SIGN BELOW:

I understand as my minor child is a volunteer, that my minor child is not an employee of the Monroe County YMCA and understand and agree that my minor child will not receive any compensation or benefit nor be eligible for any coverage under the Indiana Workers Compensation Laws.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT, UNDERSTAND ITS CONTENTS, AND ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES INCURRED BY MY MINOR CHILD WHILE HE OR SHE IS VOLUNTEERING WITH THE MONROE COUNTY YMCA.

Both Parents/Guardians must sign:

\_\_\_\_\_

Printed name of Parent/Guardian	Signature of Parent/Guardian	Date
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\_\_\_\_\_

Printed name of Parent/Guardian	Signature of Parent/Guardian	Date
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Emergency Contact: \_\_\_\_\_

Name	Telephone
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**Monroe County YMCA Child Abuse Prevention  
CODE OF CONDUCT**

<p>1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff/volunteer person be alone with a single child where they cannot be observed by others. As staff/volunteer supervise children, they should space themselves in a way that other staff can see them.</p> <p>2. Staff/volunteer shall never leave a child unsupervised.</p> <p>3. Restroom supervision: Staff will ensure:</p> <ul style="list-style-type: none"> <li>• The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities.</li> <li>• Children are with an adult staff member and proceed in groups of three or more (e.g. 1 staff and 2 children or 2 staff and 1 child) when using the bathroom.</li> <li>• Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities.</li> <li>• No child, regardless of age, enters a bathroom alone on a field trip.</li> <li>• If staff are assisting younger children, doors to the facility must remain open.</li> <li>• Volunteers are prohibited to take children to restroom or help with restroom supervision.</li> </ul> <p>4. Staff/volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.</p> <p>5. Staff/volunteer shall not abuse children including:</p> <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> <p>6. Staff/volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/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.</p> <p>7. Staff/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.</p> <p>8. Staff/volunteer will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</p>	<p>9. Staff/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 in areas of their bodies that would be covered by a bathing suit.</p> <p>10. Staff/volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</p> <p>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.</p> <p>12. Staff/volunteer must appear clean, neat, and appropriately attired.</p> <p>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</p> <p>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</p> <p>15. Profanity, inappropriate jokes, sharing intimate details of one's personnel life, and any kind of harassment in the presence of children or parents is prohibited.</p> <p>16. Staff/volunteer must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.</p> <p>17. Staff/volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</p> <p>18. Staff/volunteer may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the event/activity and are subject to administrator approval. Staff must disclose any pre-existing relationships with children in Y programs in writing to the COO or HR Director at the time of hire or as soon as the staff member has knowledge that the child is in a Y program.</p> <p>19. Staff/volunteer are not to transport children in their own vehicles.</p> <p>20. Staff/volunteer may not date program participants under the age of 18 years of age.</p> <p>21. Under no circumstance should staff/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).</p> <p>22. Staff/volunteer 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.</p>
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I understand that any violation of this Code of Conduct may result in termination.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

*The Redwoods Group thanks and acknowledges the cooperation of the YMCA of the USA in helping to develop this critical personnel management tool.*

# Mission Safe: Volunteer Commitment to Safety and Responsibilities



As a volunteer of the **Monroe County YMCA**, it is my responsibility to:

1. Report to volunteer drug and alcohol free.
2. Observe and follow all of the YMCA safety and health rules.
3. Practice accident prevention in my daily activities.
4. Remember that my first duty is a volunteer of the YMCA and any volunteering I do involving exercising/playing must not compromise my first duty.
5. Follow proper lifting procedures at all times (i.e. get help for lifting heavy or awkward items, bend my knees and use my legs not my back to lift, avoid twisting when lifting and in moving weight loads-push when possible instead of pulling).
6. Be aware of floor/ground surfaces avoiding slipping, tripping and fall hazards.
7. Wear footwear that is appropriate for the task or activity that I am doing.
8. Report hazardous conditions and unsafe acts to my supervisor immediately.
9. Keep aisles, walkways and exercise/volunteer areas clear of slipping and tripping hazards.
10. Know evacuation procedures and the location of fire and safety exits.
11. Keep all exit doors, exit pathways, stairways and emergency equipment (i.e. fire extinguishers, fire alarms, etc.) clear of obstacles.
12. Refrain from horseplay or any other activity that may cause an accident.
13. Observe all Hazard and Warning signs.
14. Operate only the equipment for which I am authorized and properly trained and follow safe operating procedures.
15. Use ladders not chairs to stand on and/or reach objects above my head.
16. Clean-up and/or report any spills/leaks, plus use proper marking cones to identify when needed.
17. Return/pick-up weights and/or exercise/program equipment.
18. Secure program rooms and equipment after classes.
19. Support all of the YMCA safe place programs.
- 20. Report any volunteer related injury, no matter how minor, to my supervisor immediately.**

I have read the above, understand my responsibilities, and agree to abide by them.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Volunteer Name

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Supervisor Name

\_\_\_\_\_  
Supervisor Signature



All new volunteers will need to set-up a Redwoods account **before the mandatory new volunteer orientation training**. Please follow the instructions below.

The Redwoods link for new employees and longer term volunteers is <https://firstnetcampus.com/Redwoods2/entities/YMCA/logon.htm>.

- Click on “I am a New User”
- Select Indiana for the state
- Select YMCA of Monroe County for the organization
- Enter this Access Code: 001909 (needed only one time to set-up account)
- Fill out registration information and create a user name and password
- You will receive an email confirmation that will have your user information, login instructions, and a shortcut to the Redwoods website.
- Remember your username and password for future use for Redwoodstraining.