



# VOLUNTEER APPLICATION

## Get Involved as an Ashland Family YMCA Volunteer

The basic definition of a YMCA volunteer is "anyone who willingly gives time to help the YMCA accomplish its mission without getting paid by the YMCA." In the Y movement, we have three types of volunteers:

1. **Program** volunteers help lead programs or assist in delivering programs (e.g., a program instructor, coach, aide or member of a program advisory council). Support volunteers serve in the office, at the front desk, in the locker room or on the grounds.
2. **Fundraising** volunteers raise money by working in annual, sustaining, capital or other special campaigns; working on endowment development; or by working at or running special events.
3. **Administrative** volunteers help manage and administer YMCA operations and programs (e.g., a pro-bono accountant or PR specialist).

**We have the following volunteer opportunities; please mark your areas of interest:**

### Financial Development

- Fundraising Campaigner
- Campaign Assistant

### Membership

- Greeter/Receptionist

### Aquatics

- Swim Lesson Instructor
- Water Fitness Instructor
- Water Safety Assistant

### Health and Wellness

- Group Exercise Instructor
- Youth Strength Instructor
- Wellness Workshop
- Wellness Greeter/Receptionist

### Youth Sports

- Coach
- Referee
- Gym/Field Supervisor

### Community Development

- Special Events

### Childcare

- Classroom Assistant
- Child Watch Assistant
- Enrichment Volunteer

### Summer Camp

- Day Camp Counselor/Assist.
- Resident Camp Counselor/Assist.
- EMT or RN (with certification)
- Enrichment Volunteer

### Facilities

- Maintenance Projects
- Landscaping/Grounds
- Housekeeping

Other "Your Skill or Expertise"

Please list: \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Please complete entire application (4 pages) and return to front desk** [Updated 1/17/18]

## *Ashland Family YMCA Security Clearance*

The purpose of this application is to ensure that those who come in contact with children in the YMCA receive an acceptable background check. We have a zero tolerance policy to child abuse.

**ALL INFORMATION MUST BE COMPLETED.**

Clearance is required if 18 years of age and older  
*Please PRINT legibly in INK and SIGN form.*

Legal Name \_\_\_\_\_  
  Last  First  Middle (full middle name)

Other Alias or Maiden Name \_\_\_\_\_

Current Address \_\_\_\_\_  
(NO PO BOXES)  Street  City  State/Zip

What state(s) have you lived in other than Oregon? \_\_\_\_\_  
**Required**

Phone # \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security # \_\_\_\_\_

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

I understand and agree to the following terms:

1. My acceptance is contingent upon investigation of my background, including but not limited to, character, criminal and arrest history.
2. I understand that this document signed by me, authorizes the Ashland Family YMCA to investigate criminal records, and any other records necessary to determine qualifications for acceptance.

**FAIR CREDIT REPORTING ACT DISCLOSURE NOTICE**

The Ashland Family YMCA wishes to obtain a consumer report on you for employment/volunteer purposes. The consumer report may include information bearing on your credit worthiness, character, general reputation, or personal characteristics. Information obtained in consumer reports may include criminal background information, motor vehicle driving history, prior employment, military service, and credit history. This report will be obtained for employment/volunteer purposes only. Please sign below, acknowledging that you have read this disclosure and your understanding that the Ashland Family YMCA will conduct a background record check at any time prior to/or during your employment/volunteering as may be applicable to you. In the event that the Ashland Family YMCA considers any information in the consumer report when making an adverse employment/volunteer related decision affecting you, you will be provided with information regarding the consumer reporting agency, a copy of the consumer report and a copy of your rights under the Fair Credit Reporting Act (FCRA).

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:

# VOLUNTEER APPLICATION

## Ashland Family YMCA

540 Ashland Street

Ashland, OR 97520

Phone (541) 482-9622/Fax (541) 482-3348 www.ashlandymca.org

We appreciate your interest in volunteering at the Ashland Family YMCA where *we build strong kids, strong families and strong communities*. Please fill in all the information completely in the area provided below and on the back of this application. All applications are reviewed carefully but its receipt does not imply that you will be accepted. Thank you for applying for a volunteer position at our YMCA.

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Present Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Position(s) applying for: \_\_\_\_\_ Internship or Practicum Credit? \_\_\_\_\_

Your major skills and interest areas: \_\_\_\_\_

Age groups you prefer to work with: \_\_\_\_\_

Do you have any physical limitations which might prevent you from engaging in physical activities? \_\_\_\_\_

If yes explain: \_\_\_\_\_

Have you ever committed, plead guilty to, or been convicted of a crime? Yes \_\_\_ No \_\_\_

If yes, explain: \_\_\_\_\_

Please enter the times you are available: \_\_\_\_\_  
Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Please check the certifications you currently hold and list the expiration date of each:

\_\_\_\_\_ Driver's License (State \_\_\_\_\_ Number \_\_\_\_\_) Expires: \_\_\_\_\_

\_\_\_\_\_ Standard First Aid Expires: \_\_\_\_\_

\_\_\_\_\_ CPR (Adult and/or Infant/Child) Expires: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_ Expires: \_\_\_\_\_

\_\_\_\_\_ Other: \_\_\_\_\_ Expires: \_\_\_\_\_

Please list additional education, training and experience related to this position:

1. \_\_\_\_\_ Date(s) \_\_\_\_\_

2. \_\_\_\_\_ Date(s) \_\_\_\_\_

3. \_\_\_\_\_ Date(s) \_\_\_\_\_

4. \_\_\_\_\_ Date(s) \_\_\_\_\_

(OVER)

**REFERENCES: (List two non-relatives whom you have known for at least one year and one relative)**

Name	Address and Phone	Position/Title/ Relationship	Years Known
1.			
2.			
3.			

**Please respond to following questions:**

**1. Why do you want to volunteer for the Ashland Family YMCA?**

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**2. How can you contribute to goals and mission of the Ashland Family YMCA?**

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**3. What are some of your unique, individual talents you bring as a volunteer?**

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**I certify that the information on this application is true, complete and correct. I authorize the Ashland Family YMCA to perform the necessary background checks to determine my qualifications for volunteer work and the safety of YMCA participants and programs.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**If the person applying as a volunteer is under the age of 18, a parent/guardian must sign below. Your signature indicates this application is made with full approval on your part.**

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Mission Statement:**

*Based on Christian principles, the mission of the Ashland Family YMCA is to work toward the fulfillment of human potential and the enrichment of the quality of life for those we serve.*

## **Ashland Family YMCA Child Abuse Prevention Policy**

**The Ashland Family YMCA believes the following policies are vital to the protection of children in our programs and thus these policies will be shared with and applied to all staff, including volunteers. The Ashland Family YMCA has a zero tolerance policy for child abuse.**

1. Reference checks will be conducted, documented, and filed on all employees and volunteers prior to being hired. This includes criminal, sex offender and child abuse screenings.
2. At no time should staff or volunteers be in a situation where they are alone with a child or children and cannot be observed by others. This is in order to protect YMCA staff, volunteers and program participants. The YMCA will make every attempt to design and structure its programs to eliminate the potential for staff or volunteers to be in a one-on-one situation.
3. YMCA staff members are not to have children enter closets or storage areas to retrieve equipment. At no time may children be unsupervised in shower areas or locker rooms.
4. YMCA staff and volunteers may not date program participants under the age of 18. YMCA staff and volunteers may not have electronic communication with program participants under the age of 18.
5. YMCA staff and volunteers may not baby-sit for participants or children of participants in YMCA programs, unless they have a babysitter release form on file with the Personnel Director.
6. YMCA staff and volunteers may not transport children in their own vehicles.
7. YMCA staff and volunteers may not discipline children by use of physical punishment or by failing to provide the necessities of care (food, sleep, bathrooms, and water). YMCA staff and volunteers may not verbally or emotionally abuse children.
8. All YMCA staff members are mandated reporters with regard to child abuse. Staff and volunteers will be alert to the physical and emotional state of all children and any sign of injury or suspected child abuse. Any evidence of potential child abuse or observation of inappropriate contact by a parent, staff member or other child will be reported to the proper authorities. All allegations are taken seriously and the YMCA will cooperate fully with law enforcement.
9. No type of child abuse will be tolerated. Any abuse by a staff member or volunteer will result in disciplinary action, up to and including termination of employment.
10. YMCA staff and volunteers should wear nametags or badges for identification and encourage children to know them by name. Badges make staff and volunteers easily identifiable and prevent children from being lured away by adults claiming to be YMCA staff.

I have read the YMCA child abuse prevention policy and agree to abide by these regulations.

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

Printed name: \_\_\_\_\_

## Ashland Family YMCA Code of Conduct

The YMCA is committed to providing a safe, secure, violence free, and welcoming environment for all staff members, volunteers, and program participants. To promote safety and comfort for all, staff members and volunteers are expected to behave at all times in a mature and responsible way in accordance with all applicable laws and regulations and the policies and procedures of the YMCA, and with adherence to the YMCA's four core values of caring, honesty, respect, and responsibility. Staff and volunteers must maintain a professional attitude and represent the YMCA in a professional and positive manner at all times, at the YMCA and outside of the YMCA.

All employees and volunteers are responsible for helping to maintain a violence-free environment and, therefore, are required to promptly and accurately report concerns, threats and incidents of violence, whether or not physical injury has occurred.

Failure to comply with the expectations as defined within this Code of Conduct will lead to disciplinary action, up to and including discharge. It would be impossible for the YMCA to outline every "do" and "don't", but rather, the policies represented here are intended to cover general requirements that are essential for the YMCA's operations. You should review this carefully and perform your conduct accordingly.

1. Poor or unsatisfactory performance is prohibited. Poor or unsatisfactory performance may include, but is not limited to, failure to meet established performance standards, failure to complete assigned tasks, or attendance problems.
2. Dishonesty is prohibited. Dishonesty include a number of types of activities including falsifying time worked, unauthorized removal of equipment, theft from fellow employees, the YMCA, a YMCA member or participant, falsifications for inaccuracies on records. Lying is prohibited.
3. Acts of physical violence or acts that threaten physical violence, on YMCA members or participants or on visitors is prohibited.
4. Deliberate or negligent acts, which endanger your safety or the safety of others, are prohibited. This includes horseplay such as scuffling, wrestling, and practical jokes.
5. Any damage, either willful or due to carelessness, to YMCA equipment or processes which could cause waste, spoilage or temporary shutdown of operations is prohibited.
6. Refusal to carry out a supervisor's directions constitutes gross insubordination.
7. Smoking is prohibited.
8. Abusive, obscene, profane, or offensive language is prohibited.
9. Use, possession, sale or being under the influence of alcoholic beverages or a controlled substance on YMCA premises is prohibited.
10. Carrying or concealing weapons, devices, or objects that may be used as weapons are prohibited.
11. Engaging in any prohibited, discriminatory, or harassing conduct against other employees, YMCA members, participants, or visitors is prohibited. This would include, but is not limited to:
  - harassment
  - illegal or immoral conduct
  - child abuse, molestation or indecent display
  - conviction of a felony

I have read the YMCA code of conduct policy and agree to abide by these regulations.

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

Printed name: \_\_\_\_\_