

VOLUNTEER APPLICATION



www.bcfymca.org

Butler County Family YMCA		
Butler YMCA 339 N. Washington St Butler, PA 16001 P 724 287 4733	Rose E. Schneider Family YMCA 2001 Ehrman Rd Cranberry Twp, PA 16066 P 724 452 9122	YMCA Camp/ARMCO Park 341 Centerville Pike Slippery Rock, PA 16057 P 724 287 4733

PLEASE PRINT OR TYPE

Date of application ___/___/___

Location to Volunteer Butler YMCA Rose E. Schneider Family YMCA YMCA Camp/ARMCO Park

Name _____
LAST FIRST MIDDLE

Address _____
STREET CITY STATE ZIP CODE

How long have you lived at this address? _____

List your previous two addresses (excluding your current address) starting with the most recent:

1. _____
STREET CITY STATE ZIP CODE
From when to when? (include month and year) From: ___/___/___ To: ___/___/___

2. _____
STREET CITY STATE ZIP CODE
From when to when? (include month and year) From: ___/___/___ To: ___/___/___

Home Phone# (____) _____ Cell Phone # (____) _____ Email: _____

Are you 18 years of age or over? Yes No (If no, please have your parent/guardian sign below)

Have you ever been convicted of a crime? Yes No If yes, please explain: _____

What type of volunteer work interests you? _____

Are there any particular skills, talents or interests you would like to share? _____

Why do you want to volunteer for the YMCA? _____

How did you learn about volunteering opportunities at the YMCA? _____

Are you a member of the YMCA? (Membership is not required) Yes No

What other organizations have you volunteered for, if any? _____

Days and Hours you are available to volunteer:

Day	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
AM							
PM							

Employment History (list your most recent employer)

EMPLOYER	TELEPHONE ()
ADDRESS	
IMMEDIATE SUPERVISOR	
DATES EMPLOYED: FROM _____ TO _____	

Volunteer History (list organizations from the past 3-5 years)

ORGANIZATION	TELEPHONE ()
ADDRESS	
TYPE OF VOLUNTEER WORK	IMMEDIATE SUPERVISOR
VOLUNTEER DATES: FROM _____ TO _____	

ORGANIZATION	TELEPHONE ()
ADDRESS	
TYPE OF VOLUNTEER WORK	IMMEDIATE SUPERVISOR
VOLUNTEER DATES: FROM _____ TO _____	

ORGANIZATION	TELEPHONE ()
ADDRESS	
TYPE OF VOLUNTEER WORK	IMMEDIATE SUPERVISOR
VOLUNTEER DATES: FROM _____ TO _____	

Education (formal education is not required to be a volunteer)

NAME AND LOCATION OF: HIGH SCHOOL; TRADE OR BUSINESS SCHOOL; COLLEGE; OTHER	Course of Study	Start/End Dates	Did you Graduate?	COMMENTS

References

NAME	TELEPHONE ()
ADDRESS	
RELATIONSHIP TO YOU	
HOW LONG HAVE YOU KNOWN THIS REFERENCE?	

NAME	TELEPHONE ()
ADDRESS	
RELATIONSHIP TO YOU	
HOW LONG HAVE YOU KNOWN THIS REFERENCE?	

CODE OF CONDUCT

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA program may a staff person or volunteer be alone with a single child where he or she cannot be observed by others (elevator, small room, etc). As staff or volunteers supervise children, they should space themselves in such a way that other staff can see them.
2. Staff and volunteers shall never leave a child unsupervised.
3. Restroom supervision: Staff will ensure:
 - (1) The restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities;
 - (2) 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;
 - (3) Either 'line of sight' or 'line of sound' supervision is maintained while children are using the facilities;
 - (4) No child, regardless of age, enters a bathroom alone on a field trip; and
 - (5) If staff are assisting younger children, doors to the facility must remain open.
4. Staff and volunteers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff and volunteers shall not abuse children in any way, including:
 - *physical abuse – striking, spanking, shaking, slapping, etc.
 - *verbal abuse – humiliating, degrading, threatening, etc.
 - *sexual abuse – touching or speaking inappropriately.
 - *mental abuse – shaming, withholding kindness, being cruel, etc.
 - *neglect – withholding food, water, or basic care.Children may not be disciplined by use of physical punishment or by failing to provide the necessities of care and doing so will be cause for immediate dismissal.
6. Staff and volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than comparison, and criticism. Staff will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraints of any kind are prohibited including enclosing children in a confined or locked space.
7. Staff and volunteers will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns and so on. Questions or comments will be addressed to the parent or child in a non-threatening way. Staff will document any questionable marks or responses.
8. Program rules and boundaries must be followed, including appropriate touch guidelines. Staff will refrain from full frontal hugging, touching of personal areas, or patting of the buttocks. Other than diapering, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
9. Staff and volunteers will refrain from intimate displays of affection toward others in the presence of children, parents, and staff.
10. Staff and volunteers are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.
11. Staff and volunteers must appear clean, neat, and appropriately attired.

12. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
13. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
14. Possession or use of any type of weapon or explosive device is prohibited in the Y facilities during working hours.
15. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not permitted.
16. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
17. The YMCA prohibits staff/volunteers from accepting supervisory responsibilities of participant children outside of YMCA activities. Staff and volunteers may not be alone with children they meet in the YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to administrator approval.
18. Staff and volunteers should not form inappropriate emotional or physical relationships with children who are under the age of 18, including dating.
19. Communicating with members and program participants under the age of 18 through texting or online is prohibited.
20. Staff and volunteers may not single out children for favored attention and may not give gifts to youth or their parents.
21. Staff and volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
22. Under no circumstances should staff and volunteers 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).
23. When staff and volunteers have reasonable cause to suspect child abuse, they shall report it directly to ChildLine at 1-800-932-0313 and then report to the direct supervisor or Executive Director to ensure that appropriate action has been taken. (See procedures for reporting child abuse).
24. All staff and volunteers are required to self-report if they have been arrested or convicted of a crime.
25. Staff and volunteers are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
26. Staff and 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.
27. Staff and volunteers will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA and treat all children equally, regardless of sex, race, religion, culture, economic level of the family, or disability.

I understand that any violations of this Code of Conduct may result in termination.

YMCA Mission:

To put Christian principles into practice through programs that build spirit, mind and body for all.

PLEASE READ CAREFULLY BEFORE SIGNING

In the Butler County Family YMCA's efforts to attract the highest quality volunteer staff, I have been advised that, as a part of the application process for volunteer service with the YMCA, an extensive inquiry will be made concerning my prior employment, activities, character, and health, and I fully consent to and authorize all such inquiries.

If the Butler County Family YMCA accepts my volunteer service, I will comply with all policies set forth in the volunteer handbook and with other policies established from time to time by the organization. I authorize the YMCA to request my employment record from any former employer(s). I further understand that inquiries may be made concerning my background, experience, and prior employment. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent and it is in my interest that I be considered for volunteer service. I understand that my continued involvement as a volunteer is contingent upon a clean criminal history background check. I understand that for some volunteer assignments, health screenings are required by law, and for such assignments my involvement as a volunteer will be contingent upon passing the health screenings or otherwise meeting licensing standards.

I understand that it is this YMCA's policy to secure conviction-only criminal history information as a part of the screening process for volunteers. I understand that I will be asked to provide information for the sole purpose of the YMCA's obtaining a conviction-only criminal history file search. I understand that the Butler County Family YMCA does not condone child abusers and that the Butler County Family YMCA will be seeking information in my background related to child abuse.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for volunteer service or, after my service begins, may be cause for termination.

I understand that the YMCA will take seriously any allegations or suspicions of child abuse and will report such allegations to the police and state agencies for investigation.

I also understand that the YMCA strongly discourages any fraternization outside of YMCA programs between volunteer staff members and youth participants. I understand that if a volunteer wishes to fraternize due to a family relationship or longstanding friendship with a participant or the participant's family, such fraternization should be disclosed to the volunteer's immediate supervisor. Furthermore, it should not take place without the presence of another adult.

I understand that written approval of such fraternization must be obtained from the supervisor or another YMCA representative. All other personal contact between volunteer staff members and youth participants is prohibited.

I understand and agree that if my service as a volunteer is accepted, there is no contract period for volunteer service and my volunteer service would be solely "at will," giving either me or the YMCA the right to terminate my volunteer service at any time without liability or obligation.

I hereby acknowledge that I have read and understand the Code of Conduct and the above statement and seek volunteer opportunities under these conditions.

Signature of Applicant _____

Date ___/___/___

Parent/Guardian Signature (if under 18) _____

Date ___/___/___