



FOR YOUTH DEVELOPMENT *
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

VOLUNTEER APPLICATION METROPOLITAN YMCAs OF MS

Office Use Only:

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Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of the kids, families, and adults who live in Metropolitan Jackson.

At the YMCA, we know that your time and talent are precious, and we want every minute you spend with us to be worthwhile. That's why we're asking you to take a few minutes to fill out this application. It will help us begin to make the right match between your skills and interests and the opportunities available.

You will find questions on this form about your background, former residences, places of employment, and so on. We hope you'll understand that, unfortunately, there are a few people who apply for volunteer jobs at the YMCA for the wrong reasons. The YMCA, however, makes an active effort to prevent abuse. So even though we may know you well, we reserve the right to conduct background and reference checks on all volunteers. It's just one of the many ways we help protect children and other vulnerable people served by the YMCA.

Thanks for your cooperation in this effort and your interest in the YMCA. If you have any questions about this or any part of our application process, please contact the program director or branch director at the YMCA in which you wish to volunteer.

SECTION 1: GENERAL INFORMATION

Name: _____
(Last) (First) (Middle)

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day _____ Evening: _____ Cell: _____

Email Address: _____

How long have you been at this address? _____

Are you 18 years of age or over? Yes No (If no, please have your parent or guardian sign the application, too.)

Have you been convicted of any violation of federal, state, county or municipal law in the past 5 years? Yes No

Conviction will not necessarily disqualify an applicant from volunteering. If YES, please explain: _____

PLEASE INCLUDE A LEGIBLE COPY OF YOUR DRIVERS LICENSE OR STATE ISSUED ID WITH YOUR APPLICATION

Emergency contact

Name: _____

Address: _____

City: _____

Phone: Day _____ Evening _____

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

Reference Contact Information: Please provide at least three references (at least 2 of which are personal references). The YMCA may contact your references to determine suitability for volunteering at the Y based on the type/duration of volunteer service in which you have applied.

Name: _____ Relationship: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____

Name: _____ Relationship: _____

Phone: _____ Email: _____

Interests

How did you learn about volunteer opportunities at the YMCA?

Why would you like to volunteer?

Have you heard about any particular volunteer opportunities that interest you?

Are there any particular skills, talents, or interests you'd like to share?

What other organizations have you volunteered for, if any?

SECTION 3: CHILD ABUSE PREVENTION/CODE OF CONDUCT

Metropolitan YMCAs of Mississippi Child Abuse Prevention Policy (Code of Conduct) Agreement

The YMCA has implemented policies and procedures to protect YMCA staff, volunteers and program participants. Safeguards include a one-hour volunteer orientation, including but not limited, to the child abuse law and reporting requirements, child abuse prevention policy, emergency exit procedures, policies for handling dangerous situations, the facility transportation policy, and the special needs of children. The Y believes in progressive discipline for both staff and volunteers, meaning that, where possible, it is usually best to deal with problems at first with friendly reminders and informal oral counseling. If the problem continues, written notices are usually able to correct it and discharge from volunteering usually becomes necessary only if such reminders and written reprimands do not solve the problem. We appreciate our volunteers and depend upon volunteers to help us fulfill our mission; however, the Y reserves the right to terminate or discipline a volunteer without using this progressive disciplinary process.

I have read, understand and been given a copy of the YMCA Child Abuse Prevention Policy (Code of Conduct). I agree to abide by it and understand the consequences of not following it to the fullest.

Volunteer's Signature _____ Date _____

Supervisor's Signature _____ Date _____

SECTION 4: ADDITIONAL INFORMATION (CHILDCARE PROGRAMS ONLY)

Any person who volunteers in a child care facility or in an afterschool program, regardless of the number of hours volunteered, must provide their date of birth. _____ / _____ / _____

Volunteer Name

Date of Birth (MM/DD/YYYY)

For any person who volunteers in a child care facility or in an afterschool program for 120 or more hours per licensure year, the following items must be included with the individuals volunteer application:

- Mississippi State Department of Health Certificate of Immunization Compliance Form 121
- Criminal records check (fingerprinting) in addition to the child abuse central registry check required for all volunteers

Volunteer's Signature _____ Date _____

Supervisor's Signature _____ Date _____

Requested by: _____

DRUG TESTING AND BACKGROUND RECORD REQUEST

FULL NAME		SOCIAL SECURITY NUMBER	
BIRTH DATE	ADDRESS	CITY/STATE/ZIP	
DRIVERS LICENSE #		DRIVERS LICENSE EXPIRATION DATE	

CRIMINAL BACKGROUND REPORT:

I hereby acknowledge that Metropolitan YMCAs of Mississippi (the Y) requires that employees submit to a criminal background check. I further acknowledge that submission to such checks is a term and condition of employment or of continued employment. I hereby authorize any law enforcement agency to release any information concerning criminal convictions to the Metropolitan YMCAs of Mississippi; and I hereby release, acquit and agree to hold harmless from any and all resulting liability and covenant not to sue this law enforcement agency in connection with releasing such information.

MEDICAL / DRUG / ALCOHOL SCREENING:

I hereby acknowledge that Metropolitan YMCAs of Mississippi requires that employees submit to medical, drug and/or alcohol screening examinations if requested to do so, subject to federal and state law requirements. I further acknowledge that submission to such examinations is a term and condition of employment or of continued employment. I understand and realize that the examination results and opinions may prove unfavorable to me; I also consent that the Company's physician/drug screening examiner may disclose the results and the information obtained by reason of any medical, drug and/or alcohol screening examination, to my employer.

MOTOR VEHICLE RECORD:

I hereby acknowledge that Metropolitan YMCAs of Mississippi requires that employees submit to a motor vehicle background check. I further acknowledge that submission to such checks is a term and condition of employment or of continued employment. I hereby authorize any law enforcement agency to release any information concerning my motor vehicle records to the Metropolitan YMCAs of Mississippi; and I hereby release, acquit and agree to hold harmless from any and all resulting liability and covenant not to sue any agency or company in connection with releasing such information. I also authorize the Y to release information regarding motor vehicle records to outside agents working on behalf of the Metropolitan YMCAs of Mississippi.

EMPLOYMENT REFERENCES:

I hereby voluntarily consent to allow Metropolitan YMCAs of Mississippi to check my references by contacting any person who they deem to be an appropriate reference and by asking any questions that they consider relevant to their hiring decision. I hereby release the addressed individual, company or institution, including the Y, from all liability for any damage whatsoever incurred in furnishing such information. A copy of this authorization shall be effective and valid as the original.

I have read the above statements and authorize Metropolitan YMCAs of Mississippi to obtain any of the background information listed above, as they deem necessary to evaluate my suitability for employment.

Signature of Applicant _____ Date _____

**Metropolitan YMCAs of Mississippi
Child Abuse Prevention CODE OF CONDUCT**

<ol style="list-style-type: none"> 1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a staff or volunteer person be alone with a single child where they cannot be observed by others. As staff and volunteers supervise children, they should space themselves in a way that other staff and volunteers can see them. 2. Staff and volunteers shall never leave a child unsupervised. 3. Restroom supervision: Staff and volunteers will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff and volunteers will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff and volunteers (not being alone with a child). If staff and volunteers are 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 and volunteers. 4. Staff and volunteers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff and volunteers should be positioned so that they are visible to others. 5. Staff and volunteers shall not abuse children including: <ul style="list-style-type: none"> • 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. <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> 6. Staff and volunteers must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff and volunteers 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. Staff and volunteers 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. Staff and volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture. 	<ol style="list-style-type: none"> 9. Staff and volunteers 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. 10. Staff and volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and other 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. Staff and volunteers 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 personnel life, and any kind of harassment in the presence of children or parents is prohibited. 16. Staff and volunteers 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. 17. Staff and volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity. 18. Staff and volunteers 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 fact and are subject to administrator approval. 19. Staff and volunteers are not to transport children in their own vehicles. 20. Staff and volunteers may not date program participants under the age of 18 years of age. 21. Under no circumstance 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). 22. 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.
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I understand that any violation of this Code of Conduct may result in termination.

Volunteer Signature

Date

Supervisor Signature

Date

The Redwoods Group thanks and acknowledges the cooperation of the YMCA of the USA for permitting the verbatim reproduction (except for the format change to two columns on a single page) of this critical personnel management tool.