

YAKIMA FAMILY YMCA

Volunteer Staff Application

**“No act of kindness, no matter
how small, is ever wasted”
-Aesop**

YVOLUNTEERS™
We build strong kids, strong families, strong communities.

Yakima Family YMCA
VOLUNTEER APPLICATION CHECK LIST

If any of these items are missing your application will be incomplete and may delay the process.

- 1 Fill out application completely (including program choices)
- 1 Complete reference information (mailing address, city & zip)
- 1 Complete Washington State Patrol Background Check
- 1 Sign application



*"At The heart of this organization, at the heart of its heritage of mind, spirit and body, there is that little element of love that transforms routine work into meaningful activity, that makes a person feel important even when they don't think they are. That's the business of the YMCA. That's what you do when you give your skills and talents to another generation."
Andrew Young, from the YMCA's Seven R's of Volunteer Development*

At the YMCA, your time and talent go a long way. Every hour you spend as a YMCA volunteer translates into the caring attention a child needs to develop values like sportsmanship, compassion and respect for self and others. You encourage positive behavior in teens. Your actions give support to families so they can be successful and strong. This in turn provides healthier lives for people of all ages, backgrounds, abilities and incomes. All the things you do create a safer, more viable community that's a good place to live and work.

As a YMCA volunteer, you can lead a class, serve as a role model for young people, help out in the office or at a special event, raise money, or be a part of a committee. No matter how you help, you'll make a big difference as you work with others to create a feeling of connectedness in your community. The YMCA needs people like YOU!

**Thanks for sharing your time and talent
With the Yakima Family YMCA**

**Read and
Initial**

Yakima Family YMCA
VOLUNTEER STAFF PERSONNEL POLICY

The purpose of this policy is to insure that the employment practices for volunteer staff of the Yakima Family YMCA are clearly defined and understood by all parties involved.

RESPONSIBILITIES OF VOLUNTEER STAFF

1. Make an agreement with the program staff regarding the activity, schedule and duration of the volunteer commitment.
2. Participate in orientation and training as provided by the program staff.
3. Fulfill the expectations of the job description.
4. Give two weeks notice if participation as a volunteer must end sooner than originally agreed upon.

Volunteer initial _____

RESPONSIBILITIES OF THE YMCA

1. Provide training and orientation by the appropriate staff person.
2. Provide supervision, which will include regular interaction between volunteer and supervisor.
3. Provide evaluation of the volunteer staff's performance as requested by the volunteer.
4. Provide recognition of the volunteer staff's effort.
5. Keep an accurate record of the volunteer staff's time for the YMCA's accountability/liability and the volunteer's tax records.
6. Provide liability insurance coverage while the volunteer staff is working.

Volunteer initial _____

RIGHTS OF THE VOLUNTEER

1. Volunteer staff is committed to work a given schedule and for a given duration. Additional times should be negotiated between the volunteer and program staff.
2. The YMCA expects Volunteers to follow their agreed upon work schedule and to be punctual. Punctual means, at your work area, ready to begin work at the start of your scheduled shift/class, and remain on the job until the end of the scheduled shift/class. If you are unable to report for your shift/class, or you will be late, you must speak directly with your supervisor as far in advance as possible. Volunteers who fail to fulfill their commitment may be subject to termination.
3. Non-member volunteer staff may use the facility one hour before or one hour after their service time.
4. Volunteer staff has the right to expect training or other learning experiences in order to perform at his/her personal best.
5. Volunteer staff has the right to receive supervision from program staff.

**Please note that service is defined as hours directly working with members in a regulated program or activity. Time spent in preparation and training are not considered volunteer hours.*

Volunteer initial _____

RIGHTS OF THE YMCA

1. Program staff may expect quality performance from the volunteers.
2. Program staff, in cooperation with the Director of Volunteer Services, may terminate volunteer staff from a job position if performance continues to be unsatisfactory. Smoking, drinking and/or drugs on the job are cases for immediate termination.
3. Director of Volunteer Services will conduct a confidential background check through the Washington State Patrol and listed references.

Volunteer initial _____

Certifications/Exp. Date: First Aid _____ CPR _____ Fitness _____ WSI _____ Lifeguard _____

Why do you wish to volunteer with the YMCA? _____

Because of our role as an advocate for children and our responsibility for enhancing the personal growth and development of children and adults in all of our programs, we will inquire as to a person's criminal background and screen applicants for past incidents of child abuse to the extent permitted by law. Criminal convictions are **NOT** an absolute bar to volunteering and will only be considered in relation to specific job requirements. Lack of honesty and candor will be a disqualifier.

1. Have you been convicted of any crime in the past seven years? _____
2. Have you used any kind of illegal drugs within the past six months? _____
3. Are you currently in a drug rehabilitation program? _____
4. Do you have any physical condition or handicap that might limit your ability to perform the essential aspects to the job applied for in a safe and efficient manner? _____
 If you answer yes to the above questions, what sort of job accommodations might be made by the YMCA to enable you to perform the job? _____
5. Have you ever been convicted of any felony or misdemeanor involved child abuse? _____
6. If your job requires you to drive any personally owned, YMCA owned or rented vehicle, do you have a current drivers license _____ adequate personal auto liability insurance? (attach copy) _____
7. Have you ever been convicted of a DUI? _____

REQUIRED – Provide two references (not relatives) we can contact. Mailing address required (Please Print)

Name	Mailing Address	City	Zip	Phone	Relationship

I swear all the statements in this application are true and correct. If there is any falsification of information submitted, or omitted, it shall be cause for dismissal. I have been advised that you may cause an investigative report to be prepared on all information contained herein and I hereby consent thereto. I have been advised and understand and understand I have the right to request a disclosure in writing of the nature and scope of the investigation.

_____/_____
Date **Signature**

Office Use Only

Reference Checks (minimum of 2) _____
 Washington State Patrol Background Check _____

Date Assigned	Program	Days	Hours	Supervisor