

# YMCA of Southern Arizona

## Checklist for Volunteers

1. Application for Volunteer Services \_\_\_\_\_
  
2. Volunteer Agreement & Code of Conduct
  - a) Volunteer Agreement signed by applicant, Parent/Guardian if necessary, Supervisor, and Branch Executive. \_\_\_\_\_
  - b) Code of Conduct signed by applicant and Supervisor. \_\_\_\_\_
  
3. Volunteer Reference Form \_\_\_\_\_
  
4. Volunteer will be working with Children Yes No
  
5. Fingerprint card and application (if program mandated) \_\_\_\_\_

**Please return completed forms to the Business Office.**

Metro Office:

Criminal Background Check completed

\_\_\_\_\_ Date



YMCA Of Southern Arizona  
Program Volunteer Code of Conduct

1. In order to protect YMCA staff, volunteers, and program participants program volunteers must position themselves so that they can be observed at all times.
2. Program volunteers in charge of children will follow program supervision guidelines. All children will receive developmentally appropriate supervision.
3. Program volunteers should conduct or supervise private activities in pairs- diapering, putting on bathing suits, taking showers, etc. When this is not feasible, program volunteers should be positioned so that they are visible to others.
4. Program volunteers shall relate to children in a positive manner. In addition, program volunteers are required to read and sign all policies related to identifying, A YMCA management staff member will make the child abuse report to Child Protective Services with the volunteer present.
5. Program volunteers will be aware of each child, each day, as they enter the program and throughout the day, noting any fever, bumps, bruises, etc. Any questionable marks or responses must be documented and reported to staff immediately (A YMCA staff member will follow up with questions or comments to the parent or child in a non-threatening way).
6. Program volunteers shall respond to children with respect and consideration and treat all children equally, regardless of sex, race, religion or culture.
7. Program 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, medical emergencies, or in parent approved special needs situations, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
8. Program volunteers will refrain from intimate displays of affection towards others while on the job.
9. Program volunteers will appear neat, clean, and appropriately attired within the parameters of the branch dress code.
10. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
11. Using or possessing firearms or other weapons in YMCA programs is prohibited.
12. Program volunteers will refrain from smoking or using tobacco while functioning in a program role, in the presence of children or parents, or in the YMCA building.
13. Program volunteers will refrain from using profanity, telling inappropriate jokes, sharing intimate details of one's personal life, or any kind of harassment in the presence of children, parents, or staff.
14. Program volunteers will portray a positive role model for youth by maintaining an attitude of caring, honesty, respect and responsibility.
15. Program volunteers should not interact with children in YMCA programs outside of approved YMCA activities without parent and branch executive approval.
16. The YMCA does not typically request that program volunteers transport youth under age 18 in their vehicles. In case such a request is made, the volunteer will be asked to show proof of insurance and complete a YMCA waiver form.
17. Program volunteers over the age of 18 may not date program participants under the age of 18 without the participant's parental approval and informing of the YMCA staff supervisor.
18. Program volunteers will release children to only a parent, guardian, or other adult as authorized by the parent or guardian. In addition, all American Camping Association (ACA) or licensing requirements will be followed for ACA (camp) or licensed (child care) programs.
19. The YMCA requires that program volunteers will abide by the standards of conduct set forth by the YMCA.

**I understand that violation of this Code of Conduct may result in termination of the volunteer relationship.**

\_\_\_\_\_  
Volunteer Name (Please Print)

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

\_\_\_\_\_  
Date

**The above volunteer has received a copy of this code of conduct to keep in addition to this signed copy for their file.**

\_\_\_\_\_  
Supervisor's Name (Please Print)

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**TO BE COMPLETED WITH SUPERVISOR AFTER VOLUNTEER  
ASSIGNMENT HAS BEEN APPROVED, OFFERED AND ACCEPTED**

**YMCA OF SOUTHERN ARIZONA  
VOLUNTEER AGREEMENT**

I, \_\_\_\_\_, do hereby agree to volunteer as a

\_\_\_\_\_ to provide service for \_\_\_\_\_  
(Name of YMCA)

under the direct supervision of \_\_\_\_\_  
(Name of Supervisor)

I understand that I am a volunteer for a non-profit social service agency and I am donating my time and/or service to the YMCA. As a volunteer, I understand that I will not receive any compensation, benefits, or exchange of privileges in return for my service.

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 supervisor.

I agree to observe and abide by all rules, regulations, policies and procedures as they relate to the YMCA of Southern Arizona.

I understand that failure to perform my assigned duties or follow YMCA policies, practices and/or volunteer Code of Conduct may result in termination of the volunteer relationship at any time with or without notice or cause.

**PLEASE SIGN BELOW TO INDICATE YOUR AWARENESS OF THE  
INFORMATION CONTAINED HEREIN.  
RETURN THIS FORM TO YOUR SUPERVISOR.**

Volunteer \_\_\_\_\_  
(Print Name) (Signature) (Date)

Parent/Guardian \_\_\_\_\_  
(if volunteer is under 18) (Print Name) (Signature) (Date)

Supervisor \_\_\_\_\_  
(Print Name) (Signature) (Date)

Executive \_\_\_\_\_  
(Print Name) (Signature) (Date)

# YMCA OF SOUTHERN ARIZONA APPLICATION FOR VOLUNTEER SERVICES

Date \_\_\_\_\_ Position Desired \_\_\_\_\_ Branch \_\_\_\_\_ Dept. \_\_\_\_\_

The YMCA of Southern Arizona does not discriminate in securing volunteers on the basis of race, color, religious creed, national origin, sex, or ancestry; or on the basis of age against persons whose age is over 40 or on the basis of handicap or disability and any other characteristic required by law. No question of this form is intended to secure information to be used for such discrimination.

## PLEASE ANSWER ALL QUESTIONS

Name (in full) \_\_\_\_\_ Are you 18 years or older? Yes No  
Last First Middle

Address \_\_\_\_\_

City, State, and Zip \_\_\_\_\_ Phone Number: Day \_\_\_\_\_ Evening \_\_\_\_\_

E-mail Address \_\_\_\_\_ Social Security # \_\_\_\_\_-\_\_\_\_-\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

SS # is required for the volunteer screening process and will be kept confidential.

Reason for Volunteering: \_\_\_\_\_

Hours Available: \_\_\_\_\_ Days Available: \_\_\_\_\_

Current Employer: \_\_\_\_\_  
Employer Name Supervisor Name Phone Number

Other organizations you volunteered with? \_\_\_\_\_ Supervisor \_\_\_\_\_

Have you ever worked with children as a volunteer or an employee? No Yes If yes, list name of business or organization: \_\_\_\_\_ Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
(attach another sheet if necessary)

Describe your training and/or experience pertinent to the volunteer position desired. \_\_\_\_\_

For reference checking purposes, indicate other names under which you have worked/volunteered

## TO BE COMPLETED BY ALL APPLICANTS

Have you ever been convicted of child abuse, child molestation or any criminal offense other than minor traffic violations with a fine of \$500.00 or less; or offenses settled in juvenile court or under welfare youth offender law. No Yes

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

## CERTIFICATIONS

First Aid No Yes Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CPR No Yes Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Lifeguard No Yes Type: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

## FOR JOBS REQUIRING DRIVING ONLY

1. Do you have a valid Arizona driver's license? No Yes # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

2. Do you have a valid Arizona CDL? No Yes # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

3. Are you over 21? No Yes

4. Traffic Violations within the last 3 years? If yes, please explain: \_\_\_\_\_

**REFERENCES (include one business reference and two personal references – may include one relative)**

1.

Name	Relationship to Applicant	Day Phone	Evening Phone
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2.

Name	Relationship to Applicant	Day Phone	Evening Phone
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3.

Name	Relationship to Applicant	Day Phone	Evening Phone
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**Please read before signing:**

The YMCA of Southern Arizona is committed to providing a safe environment for our members, participants, volunteers and employees. We are aware that there are people who seek relationships working near children for the wrong reasons. We make an active effort to prevent child abuse, which may include but is not limited to the following:

Fingerprinting and/or criminal background checks

Reference checking with past employers, personal references, and other volunteer organizations that you have served.

Periodic interviews/evaluations are conducted with children and parents regarding day-to-day experiences, encouraging reports of out of the ordinary events. Allegations of suspicions of child abuse are taken seriously and are reported to the police and state agencies for investigation.

**The YMCA is committed to providing programs that:**

1. Develop the leadership skills in youth, teens, and adults in a safe environment.
2. Support the needs of families.
3. Encourage healthy lifestyles.
4. Respond to community needs and pursue collaborations with other community groups for the common good.

I have read and understand the information stated above. I understand that the YMCA will conduct a thorough check of my background and may conduct periodic interviews and/or evaluations with children and parents to encourage reports of anything out of the ordinary.

I understand that allegations or suspicions of child abuse are taken very seriously by the YMCA and will be reported to the State for investigation and that the YMCA will fully cooperate with any related investigations and will pursue the prosecution of child abusers to its full extent under the laws of the State.

**AFFIRMATION**

I hereby affirm that my answers to questions on application are true and correct, and that I have not knowingly withheld any fact or circumstance that would, if disclosed, affect my application unfavorably. I understand that any false information submitted in this application may result in my discharge; and that my service is subject to government regulations, YMCA's review and acceptance of fingerprint record and proof of minimum age.

I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since they are made with my consent and it is in my best interest that I be considered for a volunteer position.

I hereby acknowledge that I have read and understand the above statements and that I voluntarily sign this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

