



## YMCA of Greater Kalamazoo VOLUNTEER APPLICATION

**NAME** \_\_\_\_\_  
Last First Initial

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

**ADDRESS** \_\_\_\_\_  
Street

**PHONE** \_\_\_\_\_

**EMAIL** \_\_\_\_\_

City State Zip Code

- Are you at least 18 years old?  Yes  No

**BIRTHDATE** \_\_\_\_/\_\_\_\_  
Month Day

**AVAILABILITY:** What type of time commitment are you planning to make if your application is accepted?

- Total number of hours per week that you are available to volunteer: \_\_\_\_\_ Desired starting date \_\_\_\_\_
- Anticipated ending date (if applicable): \_\_\_\_\_

(Please list times)	MORNING	AFTERNOON	EVENING
SUNDAY			
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			

Location Preference: Maple  Portage  Lincoln  Child Care

**EXPERIENCE:** Previous volunteer and/or work experience (most recent first)

- Organization \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Dates of Service \_\_\_\_\_ Job Duties \_\_\_\_\_
- Organization \_\_\_\_\_ Job Title \_\_\_\_\_ Supervisor \_\_\_\_\_  
 Dates of Service \_\_\_\_\_ Job Duties \_\_\_\_\_

**EMPLOYMENT:** Are you currently employed?  Yes  No If yes, please complete:

Name of Employer \_\_\_\_\_ Phone Number \_\_\_\_\_ Address \_\_\_\_\_

Position: \_\_\_\_\_ May we phone you at work regarding volunteer activities?  Yes  No

**DOCUMENTATION:**

- Will you require documentation of your volunteer experience?  Yes  No
- Is volunteering a part of any academic requirement?  Yes  No
- Have you ever been convicted of any crime?  Yes  No If yes, please complete:

State crime and date

\_\_\_\_\_

- Are there any felony charges currently pending against you?  Yes  No  
If yes please explain:

\_\_\_\_\_

**REFERENCES:** Please provide us with the names and phone numbers of individuals outside your family who know you and would be willing to respond to a reference request (i.e. neighbor, minister, employer, teacher):

Name	Relationship	Phone

Name	Relationship	Phone

**EMERGENCY CONTACT:** Name \_\_\_\_\_ Phone# \_\_\_\_\_

Name \_\_\_\_\_ Phone# \_\_\_\_\_

The YMCA of Greater Kalamazoo provides equal opportunity to all, based upon individual merit and without regard to race, color, religion, national origin, sex, age, height, weight, family status, marital status, or disability which, if needing accommodation, may be reasonably accommodated as required by law.

I hereby affirm that the responses on this document are true to the best of my knowledge. I agree that this information may be verified and references contacted by the YMCA of Greater Kalamazoo. Misrepresentation of facts constitutes cause for separation from Volunteer Program. As a YMCA of Greater Kalamazoo volunteer, I understand and agree to uphold the high standards of service excellence maintained at the YMCA of Greater Kalamazoo. In doing so, I will conduct myself in a way that my behavior demonstrates the YMCA principles of:

- Caring
- Honesty
- Respect
- Responsibility

\_\_\_\_\_  
**Signature** **Date**

Director Use

Area of Interest: Aquatics \_\_\_ Fitness Ctr \_\_\_ Maintenance \_\_\_ Clerical \_\_\_ Child Care \_\_\_ Tennis \_\_\_  
Youth Work \_\_\_ Customer Service \_\_\_

Supervisor \_\_\_\_\_ Start Date: \_\_\_\_\_

Completed: Application \_\_\_ Bkgd Check \_\_\_ Work Permit \_\_\_ Orientation \_\_\_ Dept Orientation \_\_\_

## YMCA of Greater Kalamazoo Employee and Volunteer – CODE OF CONDUCT

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may staff/volunteer be alone with a single child where they cannot be observed by others. As staff/ volunteer supervise children, they should space themselves in a way that other staff/volunteer can see them.</li> <li>2. In a YMCA program staff/volunteer shall never leave a child unsupervised.</li> <li>3. Staff members are to make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Whenever possible staff members will stand in the doorway of the rest room while children are using the rest room. This policy allows privacy for the children and protection for the staff members. If staff members are assisting younger children, doors to the facility must remain open.             <ol style="list-style-type: none"> <li>a) YMCA Classes/Camps – With staff permission children can go to the bathroom as long as they remain in sight and sound of staff. If parents are in attendance (Youth sports) staff do not need to assist.</li> <li>b) Licensed Care Program – Must follow licensing rules for bathroom usage.</li> <li>c) Open YMCA Programs (teen center) – children are allowed to access the restrooms without staff.</li> <li>d) Field Trips – Kids 11 and under stay with their designated group and will use the bathrooms as a group. Children will remain in sight and sound of staff. Kids 12 and older may have permission to use the restrooms without staff, if NOT in a licensed program.</li> </ol> </li> <li>4. Staff/volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff/volunteer should be positioned so that they are visible to others.</li> <li>5. Staff/volunteer shall not abuse children including:             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal/removal from volunteer duties</p> </li> <li>6. Staff/volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/volunteer 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.</li> <li>7. Staff/volunteer 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.</li> <li>8. Staff/volunteer will respond to all people with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</li> <li>9. Unauthorized use of photos, video, the YMCA or camp name is prohibited. Staff/volunteers may not give participants their personal email or website address information. Staff/volunteers are prohibited from taking or sharing photos of program participants or members without permission from their Supervisor, Director, Senior Director or Executive Director.</li> <li>10. Staff/volunteer will respect everyone’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.</li> <li>11. Staff members may not single out children for favored attention and may not give gifts to youth or their parents.</li> </ol> | <ol style="list-style-type: none"> <li>12. At no time shall Y employees or volunteers use personal cell phones to communicate directly with youth in Y activities. Texting/emailing may be done ONLY if parents or supervisors are copied.</li> <li>13. Staff/volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and staff/volunteer.</li> <li>14. While the YMCA does not discriminate against an individual’s lifestyle, it does require that in the performance of their job or volunteer duties they will abide by the standards of conduct set forth by the YMCA.</li> <li>15. Staff/volunteer must appear clean, neat, and appropriately attired.</li> <li>16. Using, possessing, or being under the influence of alcohol or illegal drugs during working or volunteer hours or on program or camp premises is prohibited.</li> <li>17. Smoking or use of tobacco in the presence of children or parents during working or volunteer hours and/or at the YMCA of Greater Kalamazoo or on camp premises is prohibited.</li> <li>18. Profanity, inappropriate jokes, sharing intimate details of one’s personal life, and any kind of harassment in the presence of children or parents is prohibited.</li> <li>19. Staff/volunteer must be free of physical or psychological conditions that might adversely affect a person’s physical or mental health. If in doubt, an expert should be consulted.</li> <li>20. Staff/volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>21. Staff/volunteer 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.</li> <li>22. Staff/volunteer may not transport children in their own vehicles without parent permission and prior approval of Senior Management staff (at minimum, 2 staff required for transport).</li> <li>23. Adult staff/volunteer may not date participants in their program under the age of 18 years.</li> <li>24. Under no circumstance should staff/volunteer 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).</li> <li>25. Staff/volunteer 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.</li> <li>26. Staff/volunteer will act in a caring, honest, respectful and responsible manner.</li> <li>27. Staff/volunteers are prohibited from accessing, displaying, or possessing inappropriate information or pornography on the organization’s property or equipment. (for more information see the Child Safety Handbook)</li> <li>28. Staff/volunteers are prohibited from inappropriate electronic communication with participants. Inappropriate communication can include; Harsh, coercive, threatening, shaming, demeaning or humiliating comments, sexually oriented conversations, private messaging, posting pictures, and friending participants. (for more information see the Child Safety Handbook)</li> <li>29. Staff/Volunteers have a legal and ethical duty to report suspected abuse to their supervisor, senior management, or Human Resources. Such reports can also be made anonymously by calling 1-855-444-3911.</li> <li>30. All staff/volunteers agree to fully cooperate with any investigation and that failure to do so may be grounds for termination.</li> </ol> |
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I understand that the complete Child Safety Handbook is available on the Association website and it is my responsibility to review it. I understand any questions I have about the Code of Conduct or Child Safety Handbook can be directed to my supervisor, or Human Resources. I understand any violation of this Code of Conduct or the Child Safety Handbook may result in termination of employment or discontinuation of volunteer duties.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

**CONFIDENTIAL**  
**YMCA of Greater Kalamazoo**  
**Background Check Authorization**

Print Name: \_\_\_\_\_  
(First) (Middle) (Last)

Former Name(s): \_\_\_\_\_  
(including maiden name)

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Gender Identity: \_\_\_\_\_ Sex Assigned at Birth: \_\_\_\_\_

Race: \_\_\_\_\_

\*\*The YMCA of Greater Kalamazoo adheres to strict confidentiality standards. This information is being requested because it is required for the background checks that we perform, as well as for government reporting. We know that sharing this information can be sensitive. If you have any questions or concerns about this request, contact Kristen in Human Resources at 269-345-9622 ext. 121 or email [klovely@kzooymca.org](mailto:klovely@kzooymca.org).\*\*

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_  
(Street Address) (City) (State) (Zip)

Previous Address: \_\_\_\_\_  
(if resided in a state other than Michigan in the last 10 years)

Driver's License/  
State ID # \_\_\_\_\_ Driver's License/  
State ID State of Issue: \_\_\_\_\_

I hereby authorize the YMCA of Greater Kalamazoo and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/investigative consumer report may include, but is not limited to, the following areas: verification of social security number, current and previous residences, employment history, education background, character references, drug testing, civil and criminal history records from any criminal justice agency in any or all federal/state/county/city jurisdictions, driving records, birth records, and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the YMCA of Greater Kalamazoo, or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

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