



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# VOLUNTEER APPLICATION

THE VOLUSIA FLAGLER FAMILY YMCA IS AN EQUAL OPPORTUNITY EMPLOYER.

Please print clearly and complete all sections. Missing information will need to be collected in order to process your application.

## PERSONAL INFORMATION

FIRST NAME \_\_\_\_\_ MIDDLE \_\_\_\_\_ LAST NAME \_\_\_\_\_

MAIDEN NAME/PREVIOUSLY USED NAMES \_\_\_\_\_

CURRENT STREET ADDRESS \_\_\_\_\_ APT. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ YEARS/MONTHS \_\_\_\_\_

CELL PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ HOME PHONE ( \_\_\_\_\_ ) \_\_\_\_\_ WORK PHONE ( \_\_\_\_\_ ) \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SOCIAL SECURITY NUMBER (REQUIRED) \_\_\_\_\_

RACE \_\_\_\_\_ BIRTHPLACE \_\_\_\_\_

SEX M / F \_\_\_\_\_ U.S. CITIZEN? Y / N \_\_\_\_\_

I HAVE PREVIOUSLY VOLUNTEERED FOR THE VOLUSIA FLAGLER FAMILY YMCA. Y / N \_\_\_\_\_

IF "YES", PLEASE PROVIDE DATE(S) AND LOCATION(S). \_\_\_\_\_

I AM INTERESTED IN VOLUNTEERING IN THE FOLLOWING AREAS: \_\_\_\_\_

## AVAILABILITY

What days and times are you available to volunteer?

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

## GENERAL INFORMATION / TRAINING / CERTIFICATIONS / EDUCATION

HAVE YOU EVER FILLED OUT A VOLUNTEER APPLICATION FOR THE YMCA? Y / N \_\_\_\_\_

DO YOU HAVE CHILDREN PARTICIPATING IN OUR VARIOUS YOUTH SPORTS PROGRAMS? Y / N \_\_\_\_\_

WHAT SPORTS HAVE YOU COACHED PREVIOUSLY? \_\_\_\_\_

WHAT TRAININGS (FORMAL OR INFORMAL) OR EXPERIENCE HAVE YOU COMPLETED THAT WOULD QUALIFY YOU TO PERFORM VOLUNTEER DUTIES? \_\_\_\_\_

WHAT SPORTS CERTIFICATIONS DO YOU HOLD? \_\_\_\_\_

WHAT OTHER ORGANIZATIONS HAVE YOU VOLUNTEERED WITH (IF ANY)? \_\_\_\_\_

**DECLARATION**

**A record does not automatically mean you will not be offered a position as a volunteer. Circumstances, age and seriousness of the incident are all important considerations in determining your eligibility. Typically, felonies, crimes of violence/abuse and sexually related crimes result in a disqualification.**

HAVE YOU EVER BEEN **ARRESTED** OF A CRIMINAL OFFENSE?    Y / N

HAVE YOU EVER BEEN **CONVICTED** OF A CRIMINAL OFFENSE?    Y / N

IF "YES", PLEASE EXPLAIN THE NATURE, DATE(S), LOCATION(S), AND DISPOSITION OF ALL OFFENSES.

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**CONSENT FOR ARREST AND CONVICTION RECORD**

**I understand that the YMCA uses a third party to perform background checks on all volunteers. I hereby give my permission for the YMCA to obtain information relating to my criminal history record. I understand that this information will be used to determine my eligibility for a volunteer position with this organization. I also understand that as long as I remain a volunteer here, the YMCA may repeat this criminal history records check at any time.**

**I hereby affirm that my answers to the forgoing questions 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 the application may result in my discharge.**

NAME (PRINTED)

SIGNATURE

PARENT SIGNATURE IF MINOR

DATE

**REFERENCES**

**Please list the names of 4 people that have known you for at least 3 years. Include one family member.**

NAME	RELATIONSHIP	YEARS/MONTHS
CELL PHONE (            )	WORK PHONE (            )	
NAME	RELATIONSHIP	YEARS/MONTHS
CELL PHONE (            )	WORK PHONE (            )	
NAME	RELATIONSHIP	YEARS/MONTHS
CELL PHONE (            )	WORK PHONE (            )	
NAME	RELATIONSHIP	YEARS/MONTHS
CELL PHONE (            )	WORK PHONE (            )	

## **VOLUNTEER ACKNOWLEDGEMENT**

- I understand that the policy of the YMCA is to refer all inquiries from the media or press to the appropriate YMCA staff person.
- I understand that I am required by law to report known or suspected instances of child abuse and that not doing so is considered a misdemeanor. Call 1-800-96-ABUSE and notify the Branch Director.
- 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 investigation and will pursue the prosecution of child abusers to its fullest extent of the laws of the State. I, as a volunteer, agree to cooperate with the investigation required.
- I also understand that if selected as a YMCA volunteer, I am not allowed to fraternize with YMCA youth members or participants outside of YMCA programs.
- I have read and understand that any violation of the Code of Conduct, Ethics & Rules may be grounds for removal as a volunteer.
- I understand the YMCA does not provide insurance and related benefits to volunteers.
- I understand the YMCA does not offer free memberships to volunteers. Volunteers may not trade their time for a free or reduced cost in program participation. I also will not receive any coverage under the Florida Workers' Compensation Laws.
- I agree to immediately report any accidents or injuries of myself and participants to the YMCA Branch Director.
- I understand the YMCA is not responsible for my personal property lost, damaged or stolen while participating in YMCA volunteer activities.
- I give permission for YMCA representatives to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am unable to act on my own behalf. I understand that the YMCA is not responsible for payment of medical treatment if deemed necessary by a physician.
- I understand that accidents may occur during my volunteer activities. By signing below, I release the YMCA, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.
- I give permission for the YMCA to use without limitation or obligation photographs or other media that may include my image or voice to promote or interpret YMCA programs. I understand that during my volunteering experience with the YMCA, any photos taken of me may be used in future promotional materials.

**I have read the preceding document and being fully aware of the matters contained in the Volunteer Guidelines Document, I still desire consideration as a volunteer for the Volusia Flagler Family YMCA.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **AGREEMENT AND SIGNATURE**

**By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in termination of my role as a volunteer.**

NAME (PRINTED) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PARENT OR GUARDIAN'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

(if prospective volunteer is under 18 — all above statements are acknowledged by parent/guardian as relating to minor child.)



## CONSENT FOR ARREST AND CONVICTION RECORD

I understand that the YMCA uses a third party to perform background checks on all volunteers. I hereby give my permission for the YMCA to obtain information relating to my criminal history record. I understand that this information will be used to determine my eligibility for a volunteer position with this organization. I also understand that as long as I remain a volunteer here, the YMCA may repeat this criminal history records check at any time.

I hereby affirm that my answers to the forgoing questions 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 the application may result in my discharge.

NAME (PRINTED) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

PARENT SIGNATURE IF MINOR \_\_\_\_\_

DATE \_\_\_\_\_

## GENERAL INFORMATION / TRAINING / CERTIFICATIONS / EDUCATION

HAVE YOU EVER FILLED OUT A VOLUNTEER APPLICATION FOR THE YMCA?    Y / N

DO YOU HAVE CHILDREN PARTICIPATING IN OUR VARIOUS YOUTH SPORTS PROGRAMS?    Y / N

WHAT IS YOUR EDUCATION LEVEL?    HIGH SCHOOL \_\_\_\_\_    BACHELORS DEGREE OR HIGHER \_\_\_\_\_

WHAT SPORTS HAVE YOU COACHED PREVIOUSLY? \_\_\_\_\_

WHAT TRAININGS, FORMAL OR INFORMAL, HAVE YOU COMPLETED THAT WOULD QUALIFY YOU TO COACH YOUTH? \_\_\_\_\_

WHAT SPORTS CERTIFICATIONS DO YOU HOLD? \_\_\_\_\_

THE YMCA REQUIRES ALL VOLUNTEERS TO COMPLETE AN ABUSE PREVENTION COURSE PRIOR TO VOLUNTEERING. ARE YOU WILLING TO COMPLETE THIS COURSE?    Y / N

THE YMCA REQUIRES ALL COACHES TO COMPLETE AN ONLINE COACHING COURSE AND ONLINE SPORT SPECIFIC CERTIFICATION COURSE. ARE YOU WILLING TO COMPLETE THESE COURSES PRIOR TO COACHING?    Y / N

WHAT OTHER ORGANIZATIONS HAVE YOU VOLUNTEERED WITH (IF ANY)? \_\_\_\_\_

## YMCA'S POSITION ON THE NATION-WIDE PROBLEM OF CHILD ABUSE

The YMCA endorses and enforces its policies and practices to prevent child abuse. Our first priority in all youth programs is care and safety. We make every effort to prevent child abuse; verbal, physical, emotional or sexual. The YMCA's goals are to support and strengthen the family unit, help children develop to their fullest potential and deliver the program in a positive YMCA environment of safety, support and care. The YMCA is aware that there may be people who want to work or volunteer here for the wrong reasons.

To prevent access to the kids we serve by those individuals, we check every applicant's criminal history and speak with individuals about their character as well as job skills. We structure our programs so that no staff member or volunteer is left alone with a child or other vulnerable individual. We try to prevent any opportunity for abuse and we periodically interview children and others about their experiences in the program. We take all allegations, including those from children, very seriously. We refer all allegations to the authorities for investigation, and we cooperate fully with any investigation. Wrongdoers need to know that this is a very risky place to attempt to abuse children or the vulnerable. This thorough process not only protects the people in our care, but it also minimizes the potential for false abuse allegations against innocent staff members and volunteers.

All candidates will be subject to a thorough background investigation to screen out molesters which may include, but is not limited to, the following: references of past employers, personal references military records, volunteer organization history, civic involvement, criminal background history, personal characteristics/activities, psychological testing, periodic interviews with children and parents about day-to-day experiences, encouraging reports of anything out of the ordinary.

**I HAVE READ AND UNDERSTAND THE YMCA'S POSITION ON THE NATION-WIDE PROBLEM OF CHILD ABUSE.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## **VOLUNTEER BEHAVIORAL CODE OF CONDUCT**

- At no time during a YMCA program may a volunteer be alone with a single child where they cannot be observed by others.
- Volunteers shall never leave a child unsupervised.
- I understand that the YMCA requires that a minimum of two adults be present during all activities.
- If a child needs to use the rest room, the volunteer we ask their parent to accompany them. If the parent is not available, the volunteer will notify a YMCA staff member. The YMCA staff member, along with two others, will accompany the child to the rest room as per YMCA policy to the rest room. The staff person will insure the rest room is not occupied before allowing the child to use the facilities. The staff person will remain at the doorway with the two other individuals.
- Volunteers shall not abuse children in anyway, including:
  - 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.
- Volunteers must use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Volunteers will have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Volunteers will not use physical restraint.
- Volunteers will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, economic level of the family, or disability.
- 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.
- Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
- 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.
- Volunteers must appear clean, neat, and appropriately attired.
- Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
- Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
- Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, staff or other volunteers is prohibited.
- 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.
- Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- 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.
- Volunteers may not date program participants under the age of 18 years of age.
- Under no circumstance should 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).
- 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.
- Using YMCA computers to access pornographic sites, send emails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
- Volunteers should immediately report injuries to themselves or program participants to a YMCA staff member.
- Volunteers may not give excessive gifts (e.g., TV, video games, jewelry) to youth.
- Volunteers will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.
- Possession or use of any type of weapon or explosive device is prohibited.
- Volunteers shall not give children gifts or special favors. Volunteers shall not accept gifts from participants.
- Volunteers may not hold extra or special practices or provide one-on-one training. YMCA staff must be present at all times.
- Volunteers may not hold off-site practices without YMCA knowledge.
- Volunteers are not to transport children in their own vehicles.
- Volunteers are to report to a supervisor any other volunteer or staff who violates any of the policies listed in the Code of Conduct.

**I HAVE READ AND UNDERSTAND THE ABOVE AS EXPLAINED TO ME: I AGREE TO ABIDE BY ALL OF ITS CONDITIONS. I UNDERSTAND THAT ANY VIOLATION OF THE VOLUNTEER BEHAVIORAL CODE OF CONDUCT MAY RESULT IN TERMINATION. I UNDERSTAND THAT THE YMCA HAS A ZERO TOLERANCE STANDARD FOR ABUSE AND INAPPROPRIATE BEHAVIOR BY VOLUNTEERS.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### **VOLUNTEER ACKNOWLEDGEMENT**

- I am aware of the YMCA Emergency Procedures/Safety Policy. I have read, understand and agree to abide by these procedures.
- I understand that the policy of the YMCA is to refer all inquiries from the media or press to the appropriate YMCA staff person
- I understand that I am required by law to report known or suspected instances of child abuse and that not doing so is considered a misdemeanor. Call 1-800-96-ABUSE and notify the Branch Director.
- 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 investigation and will pursue the prosecution of child abusers to its fullest extent of the laws of the State. I, as a volunteer, agree to cooperate with the investigation required.
- I have read and understand that any violation of the Code of Conduct, Ethics & Rules may be grounds for removal as a volunteer.
- I understand the YMCA does not provide insurance and related benefits to volunteers.
- I understand the YMCA does not offer free memberships to volunteers. Volunteers may not trade their time for a free or reduced cost in program participation.
- I agree to immediately report any accidents or injuries of myself and participants to the YMCA Branch Director
- I understand the YMCA is not responsible for my personal property lost, damaged or stolen while participating in YMCA volunteer activities.
- I understand that if I use my personal automobile, I will not be reimbursed by the YMCA and that my personal insurance is my primary coverage.
- I give permission for YMCA representatives to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am able to act on my own behalf. I understand that the YMCA is not responsible for payment of medical treatment deemed necessary by a physician.
- I understand that accidents may occur during my volunteer activities. By signing below, I release the YMCA, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.
- I give permission for the YMCA to use without limitation or obligation photographs or other media that may include my image or voice to promote or interpret YMCA programs. I understand that during my work with the YMCA, any photos taken of me may be used in future promotional materials.

**I HAVE READ THE PRECEDING DOCUMENT AND BEING FULLY AWARE OF THE MATTERS CONTAINED IN THE VOLUNTEER GUIDELINES DOCUMENT, I STILL DESIRE CONSIDERATION AS A VOLUNTEER FOR THE VOLUSIA FLAGLER FAMILY YMCA.**

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

### **AGREEMENT AND SIGNATURE**

**BY SUBMITTING THIS APPLICATION, I AFFIRM THAT THE FACTS SET FORTH IN IT ARE TRUE AND COMPLETE. I UNDERSTAND THAT IF I AM ACCEPTED AS A VOLUNTEER, ANY FALSE STATEMENTS, OMISSIONS, OR OTHER MISREPRESENTATIONS MADE BY ME ON THIS APPLICATION MAY RESULT IN MY IMMEDIATE DISMISSAL.**

NAME (PRINTED) \_\_\_\_\_

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_