

# YMCA of Central Ohio

## APPLICATION FOR VOLUNTEER SERVICE

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we would not be able to meet the needs of the kids, families, and adults of Central Ohio.

At the YMCA, we know that your time and talents are precious, and we want every minute you spend with us to be worthwhile. This is why we are asking you to take a few minutes to complete this application. It will help us to match your skills with the opportunities available.

If you have questions about any part of the application process, please contact human resources at 614-224-1137 ext. 110.

<b>GENERAL</b>	Name _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 10%; margin-right: 10%;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>
	Daytime Telephone Number (____) _____ Evening Telephone Number (____) _____
	Address _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 10%; margin-right: 10%;"> <span>Street</span> <span>City</span> <span>State</span> <span>Postal Code</span> </div>
	Prior Address _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 10%; margin-right: 10%;"> <span>Street</span> <span>City</span> <span>State</span> <span>Postal Code</span> </div>
	Email address: _____
Have you ever been convicted of a criminal offense? <input type="checkbox"/> Yes <input type="checkbox"/> No If so, what was it? _____	
Please list here any other names you may have used in the past: _____ _____	
What is the highest level of education that you have completed? <input type="checkbox"/> High School <input type="checkbox"/> College <input type="checkbox"/> Trade/Business <input type="checkbox"/> Other: _____ <p style="text-align: center;"><b>NOTE: A formal education is not required to be a volunteer. We welcome experience of all kinds!</b></p>	
<b>INTERESTS</b>	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? _____ _____
	Area you would wish to volunteer (skills, talents) _____
	Volunteer Locations:    Central Branch <input type="checkbox"/> Eldon Ward <input type="checkbox"/> Gahanna <input type="checkbox"/> Grove City <input type="checkbox"/> Jerry L. Garver <input type="checkbox"/> Hilliard <input type="checkbox"/> Hilltop <input type="checkbox"/> Powell <input type="checkbox"/> Hoover Y Park <input type="checkbox"/> North Branch <input type="checkbox"/> Pickaway <input type="checkbox"/> SWCC <input type="checkbox"/> Camp Willson <input type="checkbox"/> ECRN <input type="checkbox"/> Hilltop Ed. <input type="checkbox"/> St. Ann's <input type="checkbox"/> Early Learning Ctr. <input type="checkbox"/>
	What other organizations have you volunteered for, if any? _____
Are you a member of the YMCA? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>(Membership is not required)</b>	
<b>EMERGENCY CONTACT</b>	Name _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 10%; margin-right: 10%;"> <span>First</span> <span>Middle</span> <span>Last</span> </div>
	Relationship to you _____
	Daytime Telephone Number (____) _____ Evening Telephone Number (____) _____
	Address _____ <div style="display: flex; justify-content: space-between; width: 90%; margin-left: 10%; margin-right: 10%;"> <span>Street</span> <span>City</span> <span>State</span> <span>Postal Code</span> </div>

COMPLETE IF APPLYING TO WORK WITH CHILDREN

Why do you want to work with and care for children? \_\_\_\_\_

Do you have a preference for working with a particular age group and/or gender? \_\_\_\_\_

Why? \_\_\_\_\_

How do you handle disciplinary issues? \_\_\_\_\_

What do you do when you are upset or angry about something? \_\_\_\_\_

\_\_\_\_\_

Are you a pedophile or child abuser?  YES  NO

Have you ever been accused of being a pedophile or child abuser?  YES  NO If yes, please explain. \_\_\_\_\_

\_\_\_\_\_

Other than through employment, how are you involved with children? \_\_\_\_\_

\_\_\_\_\_

EMPLOYMENT

*Please list your current or most current employment information*

From	To	Employer	Telephone #
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No		Complete Address	
Job Title		Immediate Supervisor Name & email address:	

**Summarize the nature of work and job responsibilities.**

REFERENCES

Please list 3 people (besides relatives) whom you have known for at least two years and who know you well enough to provide us with a reference.

Name _____	Name _____	Name _____
Phone _____	Phone _____	Phone _____
Email: _____	Email: _____	Email: _____
Relationship to you _____	Relationship to you _____	Relationship to you _____
How long known _____	How long known _____	How long known _____

# **YMCA OF CENTRAL OHIO STATEMENT OF APPLICANT**

In the YMCA of Central Ohio's efforts to attract the highest quality volunteers, I have been advised and authorize, that, as a part of the application process for volunteer service with the YMCA, an extensive inquiry will be made concerning my background, employment, activities, character, and health, and I fully consent to and authorize all such inquiries.

I understand that my continued involvement as a volunteer is contingent upon a clear criminal history background check.

If the YMCA of Central Ohio accepts my volunteer service, I will comply with all policies set forth by the Organization. I hereby waive any right to claim that any request or investigation is an invasion of my privacy, since it is made with my consent and it is in my interest that I be considered for volunteer service. I understand that for some volunteer assignments my involvement as a volunteer will be contingent upon passing the health screenings or otherwise meeting licensing standards.

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed, affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for volunteer service or, after my service begins, may be cause for termination.

I understand and agree that if my services as a volunteer are accepted, there is no contract period for volunteer service and my volunteer service would be solely "at will," giving either me or the YMCA the right to terminate my volunteer service at any time without liability or obligation.

I hereby acknowledge that I have read and understood the above statement and that I voluntarily sign this application.

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**SIGNATURE OF APPLICANT**

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**DATE**

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**SIGNATURE OF PARENT OR GUARDIAN  
(IF APPLICANT IS UNDER 18 YEARS OF AGE)**

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**DATE**



## YMCA of Central Ohio Code of Conduct for YMCA Volunteers

*As a volunteer for the YMCA, you are expected to promote the core values of caring, honesty, respect and responsibility in your speech and behavior at the YMCA as well as, within the community, and in any public forum. The Code of Conduct exists to protect you, our members, participants, and staff from situations where allegations of inappropriate behavior could be made.*

1. By Ohio law, you are a MANDATED REPORTER of any suspected abuse or neglect of a child to the proper authorities i.e., Franklin / Delaware / Pickaway / Logan County Children's Services.
2. During YMCA programs, you should never be left alone with a single child, out of sight or unobserved by YMCA staff.
3. During YMCA programs, you need to supervise children at all times to prevent sexual contact and aggression.
4. When counseling children or medically treating children, an observer (adult or child) should join you. If this is not possible, keep the counseling session (conversation) in the open where others can view you.
5. When volunteering, or utilizing a YMCA facility or program, you should portray a positive role model by maintaining an attitude of caring, honesty, respect and responsibility.
  - A. You are to refrain from the use of language, physical conduct or behavior which is sexually suggestive, harassing, intimidating or offensive to members, fellow volunteers, employees, or other participants in YMCA programs or activities. Examples include sexual innuendoes, put downs (i.e. "loser"), or phrases that could be construed as profane (i.e. "shut up," "that sucks").
  - B. You are to treat persons of all races, religions, and cultures with respect and consideration.
  - C. When working with children, the following, under appropriate conditions, may be permissible forms of non-verbal communication:
    - \* Children Over Age six:
      - a. Hand to shoulder contact
      - b. Side by side hugs
      - c. Rustling of hair and pats on the head
      - d. "High Fives"
      - e. "Slap me Fives"
      - f. Handshakes
      - g. Eye Contact
      - h. Smiles
    - \* Children Under Age six
      - a. Same as children over age six
      - b. A child may be hugged or permitted to sit on an employee's lap only to meet the children's needs for comfort and security, necessary for healthy emotional growth.
6. The YMCA is not responsible for, and discourages you from providing paid care and custody for a YMCA participant, under 18, outside of a YMCA program.
7. Volunteer coaches, advisors & referees are prohibited from taking youth anywhere (home, non- YMCA location, etc.) without written permission of the child's parent and a YMCA director.
8. Using, possessing, or being under the influence of alcohol or illegal drugs while providing volunteer service is prohibited.
9. You are prohibited from smoking or using tobacco products on YMCA property, program areas, vehicles, or during Y sponsored activities.
10. You should use positive techniques of child guidance, including redirection, anticipation and elimination of potential problems, and encouragement, rather than competition, comparison or criticism.
11. YMCA facilities are to be used solely for YMCA-generated activities and programs; they are not for private gain or usage. You should not accept remuneration directly from members, participants or residents in exchange for services performed in the course of your assignment, or for services rendered on the grounds or in the buildings/program sites of the YMCA.

12. You should not accept gratuities from participants; if you are given a gift from a member/participant/resident, you should notify your executive director so that s/he can help you determine if it is of substantial value. Gifts that are considered to be of substantial value cannot be accepted.
13. If you choose to post a personal website, or to participate in web-groups, chat rooms or blogs, the following guidelines must be followed:
  - ◆ The use of photos, logos or images of the YMCA or its programs is prohibited. If you use the YMCA's name (including names of camps or other programs) in any such communication, you should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission, and you must provide a disclaimer stating that the views expressed are yours alone and that they do not necessarily reflect the views of the YMCA.
  - ◆ You are prohibited from inviting YMCA youth (campers, program participants, members, etc. under the age of 18) to access your personal website (i.e. Instagram, Facebook, etc).
  - ◆ You are solely responsible for any legal liability arising from or relating to the content from your personal website and/or blog.
  - ◆ You must uphold the YMCA's value of respect for the individual and avoid making defamatory statements about YMCA employees, volunteers, members/participants, clients, partners, affiliates and others, including competitors.
  - ◆ You should not disclose any information that is confidential or proprietary to the YMCA, or to any third party that has disclosed information to the YMCA.
  - ◆ Any personal website or blog should not contain commentary that violates the YMCA's policies on harassment or discrimination.
14. Parental permission must be given to take photos of YMCA participants. The use of personal cell phones to photograph YMCA participants is prohibited. Staff may not use photographs taken at YMCA programs and/or of YMCA participants for purposes other than those directly related to the program or to the YMCA
15. If you observe any inappropriate behavior, or violations of the Code of Conduct, you should report it to your executive director immediately.
16. All volunteers are subject to background investigation.

I have read and received a copy of the YMCA Code of Conduct, and I understand that any violation may result in my dismissal from volunteer service.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date



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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

## Authorization for Background Check

**I hereby authorize the YMCA of Central Ohio to conduct a background investigation.**

\_\_\_\_\_  
Please print name Social Security Number

DOB \_\_\_\_/\_\_\_\_/\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
YMCA Branch Volunteering At

\_\_\_\_\_  
Program You Will Be Volunteering in

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

\_\_\_\_\_  
**Date of Application**

Instructions for YMCA Staff:

Please fax or email this authorization form to Kathy Thompson at the Metropolitan HR Office at 614-573-3619  
kthompson@ymcacolumbus.org.

Please destroy this form after Metro has received it, and keep the application & code of conduct portion on file for  
your records.

