



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Dear Friend of the YMCA,

Welcome to the YMCA and thank you for choosing to become a vital part of the YMCA world-wide organization. The YMCA is committed to practicing and demonstrating the core values of caring, honesty, respect and responsibility in all aspects of our work in the community.

As a YMCA volunteer, you are a valuable member of our professional team. Working together, our staff and volunteers are devoted to strengthen the YMCA's common goal: the growth and development of our members in spirit, mind and body and the overall betterment of our community.

Volunteers have played an active role in the history of the YMCA. Without our volunteers, the YMCA would not be where it is today, and with our volunteers, we will be here tomorrow.

Together we are the YMCA!

Yours truly,

Jack Daly

Jack Daly
Interim CEO
YMCA of Florida's Emerald Coast

YMCA of Florida's Emerald Coast, Inc.
13 Memorial Parkway SW, Suite 211
Fort Walton Beach, FL 32548
Phone: (850) 314-9622; Fax: (850) 314-0835
email: ecymca@ecymca.org

Al Stearns, Board Chairman
Jack Daly, Interim CEO
Pam Farris, Senior Vice President of Finance
Betty Armour, Senior Vice President of Operations
website: www.ecymca.org

YMCA Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.



YMCA of Florida's Emerald Coast, Inc.

Mission Volunteer Program

1. THE YMCA IS VOLUNTEERS!

- Volunteers are the backbone of our organizations.
- Without them we could not provide our community with the extensive services and programs currently offered.
- Volunteers provide essential assistance in the administration of each division, serve on committees and work with staff to meet the needs of YMCA members and participants.

2. DEFINITION OF A VOLUNTEER

- A YMCA volunteer is defined as anyone who willingly gives time to help the YMCA accomplish its mission without receiving any compensation or special privileges.

3. YMCA VOLUNTEER TALKING POINTS

- A. YMCAs are first and foremost volunteer organizations. To put it in perspective, not every YMCA has a building, but every YMCA has volunteers. All of the nation's 2,617 YMCAs are volunteer-founded, volunteer-based, and volunteer-led. YMCAs exist to serve the community.
- B. Volunteering for the YMCA is fun, rewarding and gives a sense of belonging. Volunteering makes a positive impact in the lives of others. There is not greater reward than volunteering.
- C. By becoming a volunteer, men, women and youth join hundreds of families and individuals of all ages who are dedicated to helping build strong kids, strong families and strong communities.
- D. As a YMCA volunteer, you can lead an exercise class, read to a preschool class, coach a basketball team, cook for a bake sale, design a program brochure, greet people at the front desk, find items for an auction, serve as a role model for young people, help out in the office, or be part of a group or committee working on a neighborhood problem. 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.
- E. At the YMCA, your time and talent go a long way. Every hour spent as a YMCA volunteer, translates into the caring attention a child or teen needs to grow up into a healthy and resilient adult. It translates into support for families so they can be successful and strong. Into healthier lives for people of all ages, backgrounds, abilities and incomes. Into a safer, more viable community that's a good place to live and work.

4. COMPENSATION

Although true "volunteers" may expect no compensation in exchange for service, *some* may still receive reasonable benefits, a nominal fee, or any combination thereof, without losing their volunteer status. No specific amount of compensation separates an employee from a volunteer. The U.S. Department of Labor regulations address this issue in relation to some of the questions raised for volunteers at public agencies. These regulations offer a number of examples of payment, reimbursements benefits and awards that will not deprive an individual of his or her volunteer status including:

- A uniform allowance or reimbursement for reasonable cleaning expenses paid to volunteers requiring a uniform to perform their duties;
- Reimbursements for out-of-pocket expenses incidental to providing volunteer services, including costs of meals and transportation:
- Reimbursements for tuition, transportation and meal cost involved in attending class to learn how to effectively perform volunteer services;
- Reimbursements for books, supplies and other materials essential to volunteer training;
- Awards such as “length of service” awards.

5. SERVICE AT THE DISCRETION OF THE YMCA

The YMCA accepts the service of all volunteers with the understanding that such service is at the sole discretion of the YMCA. Volunteers agree that the YMCA may at any time, for whatever reason, decide to terminate the volunteer’s relationship with the YMCA. The volunteer may at any time, for whatever reason, decide to sever his/her relationship with the YMCA. Notice of such decision should be communicated as soon as possible to the volunteer’s supervisor.

6. A VOLUNTEER’S EXPECTATION

Volunteering is a rewarding experience when all participants treat each other with mutual respect in an atmosphere of cooperation. Every volunteer can expect certain standards of treatment at the YMCA. Volunteers need and deserve:

- Screening and placement that are appropriate to the position
- An application or enrollment form
- An interview or series of interviews
- Background checks: employment, personal and criminal
- Placement in the right job
- Orientation and training
- An orientation to the YMCA
- A volunteer handbook
- Initial training
- Ongoing training and development
- Supervision and evaluation
- Excellent supervision
- A two-way communication system
- Regular performance reviews or progress reports
- A chance to pursue new opportunities
- Exit interview

7. VOLUNTEER JOB DESCRIPTION

Volunteers require a clear, complete and current description of the duties and responsibilities of the position which they are expected to fill. Prior to any volunteer assignment or recruitment effort, a job description must be developed for each volunteer position. This job description will be given to each volunteer and used in subsequent management and evaluation efforts. Job descriptions should be reviewed and updated at least every two years, or whenever the work involved in the job changes substantially.

8. THE ROLE OF THE VOLUNTEER COORDINATOR

The productive utilization of volunteers requires a planned and organized effort. The function of the Volunteer Coordinator is to provide a central coordinating point for effective

volunteer management within the YMCA and to maintain relationships with other volunteer agencies within the community. Additional responsibilities include:

- Coordinating effective volunteer utilization
- Assisting staff in identifying productive and creative volunteer roles
- Assisting staff in recruiting volunteers
- Tracking and evaluating the contribution of volunteers to the YMCA

9. PROGRAM MODEL – The YMCA of Florida’s Emerald Coast, Inc.

YMCAs are first and foremost volunteer organizations. YMCAs are volunteer-founded and volunteer-led;

Whereas, YMCA staff understand the benefits that volunteers offer the YMCA,

Whereas, YMCA staff believe that volunteers are essential to the YMCA’s Mission.

➤ **Planning:**

We have considered involving volunteers in all of our programs and have created a job description for each role.

➤ **Staffing:**

Volunteer Development is the responsibility of every paid staff member at this point and the YMCA has designated a Champion of Volunteers (Volunteer Coordinator)

➤ **Budgeting:**

The YMCA calculates, records, and publicizes the value of time that volunteers give to the YMCA. (I will be providing each of you with the “volunteer hourly value”).

➤ **Policies:**

The YMCA has/will create a Volunteer Handbook to include: Y-Mission, job descriptions, Y-hours of ops, Y-programs, Y-staff names and general expectations of all volunteers.

***If you do provide free membership(s) or other discounts, we *cannot* consider the individual a volunteer; he/she is a “member-in-kind”. This is legal and OK, however, they come under the same FSLA as do Y-employees.

➤ **Recordkeeping:**

We keep a file on each volunteer, including their application, agreements, reference/background checks.

➤ **Y-Paid Staff:**

The YMCA leaders recognize that volunteers will be treated only as well as our paid staff members are treated.

➤ **Recruitment:**

We target people with a connection to the YMCA; Board member, Y-members, program members, donors, scholarship recipients as well as their parents, relatives and friends.

***In all of our recruiting efforts, we will use a three-part recruiting message:

- (1) the need or problem to be solved,
- (2) what the volunteer can do about it and
- (3) what the volunteer will get out of it.

***Volunteer opportunities are publicized widely around and through the YMCA – announcement in classes, on flyers/newsletters, website, bulletin boards, Y-facility tours, Y-scholarship recipients, and during Y-presentations.

➤ **Retention:**

We ask volunteer candidates to sign a statement of applicant, allows us to verify/conduct background checks. All volunteers are “interviewed” for determining the right-fit.

➤ **Orientation Training:**

We provide the necessary training for each volunteer prior to placing them. We make a special point to welcome new volunteers on their first day of work.

➤ **Supervision:**

We supervise volunteers as we would paid staff members. When there's a problem with a volunteer, the supervisors intervene, quickly and effectively.

➤ **Recognition:**

We know that the best form of recognition is to integrate volunteers into the YMCA's culture and really make them feel like they are part of the family. We will have a milestone program that recognizes volunteers for their hours, and years of services (written criteria to be drafted).



YMCA of Florida's Emerald Coast, Inc.

POTENTIAL ROLES FOR YMCA VOLUNTEERS

Program volunteers can serve in any number of the Y's programs in any of these areas:
(Note: Trained and supervised, volunteers can lead the same programs as paid staff)

- Athletic Field Worker / Groundskeeper
- Building Maintenance
- Child Care Activity Leader
- Child Care Tutor / Mentor
- Concessions Worker
- Facility / Fitness Monitor
- Fitness Leader / Specialist
- Grant Writer
- Junior Lifeguard
- Nursery Attendant
- Photographer
- Press Release Writer
- Public Speaker
- Receptionist / Customer Service Worker
- Referee
- Scorekeeper
- Special Events Worker
- Swim Lesson Assistant
- Tour Guide
- Youth Sports Coach



YMCA of Florida's Emerald Coast, Inc.

VOLUNTEER APPLICATION

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of the kids, families, and adults who live in our community.

At the YMCA, we know that your time and talent are precious, and we want every minute you spend with us to be worthwhile. That's why we're asking you to take a few minutes to fill out this application. It will help us begin to make the right match between your skills and interests and the opportunities available.

You will find questions on this form about your background, former residences, places of employment, and so on. We hope you'll understand that, unfortunately, there are a few people who apply for volunteer jobs at the YMCA for the wrong reasons. The YMCA, however, makes an active effort to prevent abuse. So even though we may know you well, we reserve the right to conduct background and reference checks on all volunteers. It's just one of the many ways we help protect children and other vulnerable people served by the YMCA.

Thanks for your cooperation in this effort and your interest in the YMCA.

Today's Date _____ (Month/Day/Year)

YMCA location that you like to volunteer _____

Name _____
(Last) (First) (Middle)

Address _____

City _____ State _____ Zip _____

Phone: Home _____ Cell _____

Email address _____

How long have you been at this address? _____ Social Security Number _____ - _____ - _____

Are you 18 years of age or over? Yes No
(If no, please have your parent or guardian sign the application, too)

Emergency Contact

Name _____
Address _____
City _____ State _____ Zip _____
Phone: Home _____ Cell _____ email _____

Interests

Why would you like to volunteer?

Have you heard about any particular volunteer opportunities that interest you?

Are there any particular skills, talents, or interests you'd like to share?

What other organizations have you volunteered for, if any?

Are you a member of the YMCA? Yes _____ No _____ (Membership is not required)

Residences

Please list your last two addresses (excluding your current address) starting with the most recent:

1. _____
Street address _____ City _____ State _____ Zip _____
County of Residence _____
From when to when? _____ (include month & year)
2. _____
Street address _____ City _____ State _____ Zip _____
County of Residence _____
From when to when? _____ (include month & year)

Employment History

Please list your last two (2) employers, starting with the most recent:

- 1. Name of business _____
Employed from when to when? _____ (include month and year)
Address _____
Telephone _____
State job title and describe your work _____
Name and of immediate supervisor _____
- 2. Name of business _____
Employed from when to when? _____ (include month and year)
Address _____
Telephone _____
State job title and describe your work _____
Name and of immediate supervisor _____

Have you ever been convicted of a crime (felony or misdemeanor)? YES _____ NO _____

The YMCA will conduct a background check on all appropriate volunteers. Failure to provide complete and accurate information relating to criminal convictions will result in termination of the volunteer relationship with the YMCA.

Background

Driver's license number _____
Driver's license classification _____
Have you ever been convicted of a criminal offense? If so, what was it?

References

Please list three people besides relatives whom you have known for at least two years and who know you well enough to provide us with a reference – at least one reference must be a work or professional reference. For youth under age 18, references must be adults such as clergy, teacher, or school counselor.

- 1. Name _____
Address _____
Telephone _____ Relationship to you _____
How long have you known this reference? _____
- 2. Name _____
Address _____
Telephone _____ Relationship to you _____
How long have you known this reference? _____

3. Name _____
Address _____
Telephone _____ Relationship to you _____
How long have you known this reference? _____

In accepting a volunteer position, I agree to adhere to the rules and regulations of the YMCA and verify that all of the above information is true to the best of my knowledge.

Your signature _____ Date _____

STATEMENT OF VOLUNTEER APPLICANT

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 that the YMCA will take seriously any allegations or suspicions of child abuse and will report such allegations to the police and state agencies for investigation.

I also understand that the YMCA strongly discourages any fraternization outside of YMCA programs between volunteer staff members and youth participants. I understand that if a volunteer wishes to fraternize due to a family relationship or longstanding friendship with a participant or the participant's family, such fraternization should be disclosed to the volunteer's immediate supervisor. Furthermore, it should not take place without the presence of another adult.

I understand that written approval of such fraternization must be obtained from the supervisor or YMCA District Director representative. All other personal contact between volunteer staff members and youth participants is prohibited.

I understand and agree that if my service as a volunteer is 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.

Signature of applicant _____ DATE

Parent's or guardian's signature _____ DATE
(required if you're under 18)

YMCA OF FLORIDA'S EMERALD COAST, INC.

Affidavit of Good Moral Character

I hereby attest to agreeing with the conditions of employment or volunteer service with the YMCA of Florida's Emerald Coast, that I am of good moral character, that I have not been found guilty to, regardless of adjudication, or entered a plea of nolo contendere or guilty to, any offense prohibited under any of the following provisions of the Florida Statutes or under any similar statute of another jurisdiction; nor have I had a finding of delinquency pursuant to Part II, Chapter 39, Florida Statutes, or similar statutes of other jurisdiction, for any of the following acts, regardless of adjudication or disposition.

FLORIDA STATUTES, SECTION	782.04	Relating to Murder
	782.07	Relating to Manslaughter
	782.071	Relating to Vehicular Homicide
	782.09	Relating to Killing of an Unborn Child by Injury to the Mother
	782.021	Relating to Aggravated Assault
	784.03	Relating to Battery, If the Victim of the Offense was a Minor
	784.045	Relating to Aggravated Battery
	787.01	Relating to Kidnaping
	787.02	Relating to False Improvement
	787.04	Relating to Removing Children from the State or Concealing Children Contrary to Court Order
	794.011	Relating to Sexual Battery
	794.041	Relating to Prohibited acts of Persons in Familial or Custodial Authority
FLORIDA STATUTES, CHAPTER	796	Relating to Prostitution
	798.02	Lascivious Behavior
FLORIDA STATUTES, CHAPTER	800	Relating to Lewdness and Indecent Exposure
	806.01	Relating to Arson
	812.13	Relating to Robbery
	817.563	Relating to Fraudulent Sale of a Controlled Substance, if a felony
	826.04	Relating to Incest
	827.04	Relating to Child Abuse
	827.05	Relating to Negligent Treatment of Children
	827.071	Relating to Sexual performance by a Child
	827.09	Relating to Abuse, Neglect, or Exploration of Aged or Disabled Adults
FLORIDA STATUTES, CHAPTER	847	Relating to Obscene Literature
	893	Relating to Drug Abuse Prevention and control only if the Offense was a Felony or if any other Person in the Offense was a Minor

I further attest that I have not been judicially determined to have committed abuse against a child as defined in Section 39.01(2) and (7) of Florida Statutes or to have a confirmed report of abuse as defined in Chapter 415, Florida Statutes, or to have committed an act which constitutes domestic violence as defined in Section 741.30, Florida Statutes.

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

YMCA OF FLORIDA'S EMERALD COAST, INC.

CODE OF CONDUCT

1. In order to protect YMCA staff, volunteers, and program participants--at no time during a YMCA program may a staff member be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If staff are assisting younger children, doors to the facility must remain open. No child, regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs--diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children 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.

Any type of abuse will not be tolerated and may be cause for immediate dismissal.

6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison or criticism. Staff 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.
7. Staff 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.
8. Staff will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
9. Staff 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 on areas of their bodies that would be covered by a bathing suit.
10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.
11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the

~TURN OVER~

performance of their job, they will abide by the standards of conduct set forth by the YMCA.

12. Staff must appear clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.
14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.
15. 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.
16. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleep overs, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
19. Staff are not to transport children in their own vehicles.
20. Staff may not date program participants under the age of 18 years of age.
21. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization must be on file with the YMCA).
22. Staff 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.

I understand that any violation of this Code of Conduct may result in my termination from employment with the YMCA of Florida's Emerald Coast immediately.

Volunteer Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

YMCA OF FLORIDA'S EMERALD COAST, INC.
BOARD OF DIRECTORS POLICY
"DRUG FREE WORKPLACE"

The Board of Director's of the YMCA of Florida's Emerald Coast believe it is the right of every employee and volunteer to work or volunteer in an environment void of controlled substances (drugs) or alcohol. Further, the Board recognized that controlled drug and alcohol use at the work site, on YMCA property, or at satellite facilities seriously impairs not only his/her effectiveness on the job, but also his/her own health. Therefore, it is our resolve to be officially known to all as a **"Drug Free Workplace"**.

Each volunteer and the public is hereby notified by this policy that the unlawful manufacture, dispensing, possession, distribution or use of a controlled substance or alcohol is strictly prohibited at any and all work sites or work related functions or as a part of any YMCA activity, or any function held on YMCA property. Any employee or volunteer of the YMCA who violates this rule seriously impairs his/her effectiveness as an employee or volunteer of the YMCA and shall be subject to such discipline as the President/CEO and the Boards of Managers/Directors determine. Penalties will include, but are not limited to: verbal and/or written reprimands, suspension from duty, requirement to participate satisfactorily in a substance abuse or rehabilitation program, dismissal from duty, and criminal prosecution.

Volunteers suspected of possessing, selling, or distributing drugs, will be reported to the proper law enforcement authorities. Should a volunteer be in possession of a dangerous controlled substance or involved in any substance abuse on the job, that volunteer will be subject to disciplinary actions, which may result in immediate discharge.

As a condition of employment with the YMCA of Florida's Emerald Coast, I agree to abide by the terms and conditions of this policy as listed in the above paragraphs.

Volunteer
Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

YMCA OF FLORIDA'S EMERALD COAST, INC.
New Hire
STATE BACKGROUND CONSENT FORM

It is the policy of the YMCA of Florida's Emerald Coast to conduct background screening on all new personnel and volunteers.

As part of this process, all YMCA personnel and volunteers are subject to a state background check through www.myflorida.com. This site provides access to statewide screening for:

1. Existing Registered Sexual Offenders/Predators
2. Existing Outstanding Warrants

My Name: _____

I have applied for employment with the YMCA at the:

- | | |
|--|---|
| <input type="checkbox"/> Emerald Coast Administrative Branch | <input type="checkbox"/> Fort Walton Family YMCA Branch |
| <input type="checkbox"/> Destin Family YMCA Branch | <input type="checkbox"/> Crestview Family YMCA Branch |
| <input type="checkbox"/> Niceville Family YMCA Branch | |

or

I have applied to volunteer with the YMCA at the:

- | | |
|--|---|
| <input type="checkbox"/> Emerald Coast Administrative Branch | <input type="checkbox"/> Fort Walton Family YMCA Branch |
| <input type="checkbox"/> Destin Family YMCA Branch | <input type="checkbox"/> Crestview Family YMCA Branch |
| <input type="checkbox"/> Niceville Family YMCA Branch | |

As a potential new employee or volunteer of the YMCA, I understand that YMCA management will complete a background check through www.myflorida.com. I hereby grant permission for any information obtained from www.myflorida.com be released to the director of the above YMCA facility to help determine my suitability to work with the YMCA.

Applicant Signature

Date

PLEASE READ THE FOLLOWING INFORMATION

Due to the fact that many people share the same name, there is a possibility that they may also share the same birthday. You may want to include the social security number to ensure that you received the correct record.

NAME _____
Last First Middle

Social Security Number _____

PLEASE READ THE FOLLOWING INFORMATION

Due to the fact that many people share the same name, there is a possibility that they may also share the same birthday. You may want to include the social security number to ensure that you received the correct record.

NAME _____
Last First Middle

Social Security Number _____

YMCA OF FLORIDA'S EMERALD COAST, INC.

Volunteer Reference Check

PROFESSIONAL OR PERSONAL REFERENCES:

Name of Applicant: _____ Date of Contact: _____

COMMENT SECTION TO BE COMPLETED BY YMCA SUPERVISOR ONLY

References must be verified PRIOR to hiring prospective employee, please include comments.

Name:	Phone #1:
Years Known:	Phone #2:
Comments:	<input type="checkbox"/> Personal <input type="checkbox"/> Professional

Name:	Phone #1:
Years Known:	Phone #2:
Comments:	<input type="checkbox"/> Personal <input type="checkbox"/> Professional

Name:	Phone #1:
Years Known:	Phone #2:
Comments:	<input type="checkbox"/> Personal <input type="checkbox"/> Professional