

# VOLUNTEER APPLICATION



# CHANGE LIVES CHANGE YOUR COMMUNITY

Name

Today's Date:

Address

Email

Phone:

I agree for the Duneland Family YMCA to request reference information and complete background checks

AREAS OF INTEREST: There are so many ways you can participate!

- |                                   |   |  |
|-----------------------------------|---|--|
| <input type="checkbox"/> Admin    | <input type="checkbox"/> Wellness/Fitness     | <input type="checkbox"/> Adult Sports  |
| <input type="checkbox"/> Greeters | <input type="checkbox"/> Youth Sports         | <input type="checkbox"/> Golf Outing   |
| <input type="checkbox"/> Aquatics | <input type="checkbox"/> Youth Sports Coaches | <input type="checkbox"/> Day of Caring |
|                                   |   | <input type="checkbox"/> Other _____   |

AVAILABILITY:

- Days:  Sun.  Mon.  Tues.  Wed.  Thurs.  Fri.  Sat.  
 Morning  Afternoon  Evening

Are you over 18?	<input type="checkbox"/> yes	<input type="checkbox"/> no
If under 18, current age		
Have you ever volunteered at the Duneland Family YMCA	<input type="checkbox"/> yes	<input type="checkbox"/> no

Why are you interested in volunteering with our YMCA?

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List past volunteer experience:

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List three references that have known you at least three years whom you authorize us to contact.

Name/Contact Info:

Family Member	Email: Phone:
Personal/Professional	Email: Phone:
Personal/Professional	Email: Phone:

Have you ever been convicted of a felony?

Yes                      No

Have you had any criminal convictions for child abuse or sex-related crimes?

Yes                      No

## DUNELAND FAMILY YMCA VOLUNTEER ACKNOWLEDGEMENT

IF VOLUNTEER IS AT LEAST 18 YEARS OLD, THEN VOLUNTEER MUST READ AND CHECK BOX BELOW:

I understand as a volunteer, that I am not an employee of the Duneland Family YMCA and understand and agree that I will not receive any compensation or benefit nor be eligible for any coverage under the Indiana Workers Compensation Laws.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT, UNDERSTAND ITS CONTENTS, AND ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES INCURRED WHILE VOLUNTEERING WITH THE DUNELAND FAMILY YMCA.

Printed name of Volunteer \_\_\_\_\_ Date \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Telephone \_\_\_\_\_

PLEASE CHECK THIS BOX IF YOU AGREE TO THE ABOVE AGREEMENT

IF VOLUNTEER IS UNDER 18 YEARS OLD, THEN PARENTS MUST READ, PRINT AND SIGN BEFORE APPLICANT MAY BEGIN WORKING:

I understand as my minor child is a volunteer, that my minor child is not an employee of the Duneland Family YMCA and understand and agree that my minor child will not receive any compensation or benefit nor be eligible for any coverage under the Indiana Workers Compensation Laws.

I HAVE CAREFULLY READ THE FOREGOING STATEMENT, UNDERSTAND ITS CONTENTS, AND ACKNOWLEDGE THAT I AM SOLELY RESPONSIBLE FOR ANY INJURIES INCURRED BY MY MINOR CHILD WHILE HE OR SHE IS VOLUNTEERING WITH THE DUNELAND FAMILY YMCA.

Both Parents/Guardians must sign:

\_\_\_\_\_ Date \_\_\_\_\_

Printed name of Parent/Guardian                      Signature of Parent/Guardian

\_\_\_\_\_ Date \_\_\_\_\_

Printed name of Parent/Guardian                      Signature of Parent/Guardian

Emergency Contact: \_\_\_\_\_

## VOLUNTEER CODE OF CONDUCT

1. In order to protect YMCA volunteers - at no time during a YMCA program may a volunteer be alone with a single child where they cannot be observed by others. As volunteers supervise children, they should space themselves in a way that other staff can see them.
2. Volunteer shall never leave a child unsupervised.
3. Restroom supervision: Volunteer will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteer will stand in the doorway while children are using the restroom. Please send children in one at a time. This policy allows privacy for the children and protection for the volunteer (not being alone with a child). If volunteer is assisting younger children, doors to the facility must remain open. Same policy applies on a field trip.
4. Volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, volunteer should be positioned so that they are visible to others.
5. Volunteer 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. Volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. 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.
7. 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.
8. Volunteer will respond to children with respect and consideration and shall treat all children equally regardless of sex, race, religion, culture.
9. Volunteer 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. Volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, staff and volunteers.
11. 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.

12. Volunteer 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. Volunteer must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, and expert should be consulted.
17. Volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
18. Volunteer 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. Volunteers are not to transport children in their own vehicles.
20. Volunteers may not date program participants under the age of 18 years of age.
21. Under no circumstances should 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).
22. 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.
23. Volunteers fully understand that I have a legal and ethical duty to report suspected mistreatment and/or abuse of youth. No type of abuse will be tolerated.
24. Volunteers are committed to providing all youth with a safe environment. Volunteers fully understand and agree to comply with the Duneland Family YMCA's Child Abuse Prevention Policies.

**I understand that any violation of the Code of Conduct may result in termination.**

\_\_\_\_\_  
 Volunteer's Printed Name                      Volunteer's Signature                      Date

\_\_\_\_\_  
 Volunteer Coordinator's Signature                      Date

Duneland Family YMCA of Chesterton, Indiana, Incorporated  
RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT

IN CONSIDERATION of being permitted to enter the YMCA for any purpose, including, but not limited to observation, use of facilities or equipment, or participation in any way, the undersigned, for himself or herself and any personal representatives, heirs, and next of kin, hereby acknowledges, agrees and represents that he or she has, or immediately upon entering will, inspect such premises and facilities. It is further warranted that such entry into the YMCA for observation, participation or use of any facilities or equipment constitute an acknowledgment that such premises and all facilities and equipment thereon have been inspected and that the undersigned finds and accepts same as being safe and reasonably suited for the purposes of such observation or use.

IN FURTHER CONSIDERATION OF BEING PERMITTED TO ENTER THE YMCA FOR ANY PURPOSE AND AT ANY TIME AFTER I SIGN THIS AGREEMENT, INCLUDING, BUT NOT LIMITED TO OBSERVATION, USE OF FACILITIES OR EQUIPMENT, OR PARTICIPATION IN ANY WAY, THE UNDERSIGNED HEREBY AGREES TO THE FOLLOWING:

1. THE UNDERSIGNED HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE the YMCA, its directors, officers, employees, and agents (hereinafter referred to as 'releases ') from all liability to the undersigned, his personal representatives, assigns, heirs, and next of kin for any loss or damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releases or otherwise while the undersigned is in, upon, or about the premises or any facilities or equipment therein.

2. THE UNDERSIGNED HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releases and each of them from any loss, liability, damage or cost they may incur due to the presence of the undersigned in, upon or about the YMCA premises or in any way observing or using any facilities or equipment of the YMCA whether caused by the negligence of the releases or otherwise.

3. THE UNDERSIGNED HEREBY ASSUMES FULL RESPONSIBILITY FOR RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE due to the negligence of releases or otherwise while in upon the premises of the YMCA and/or while using the premises or any facilities or equipment hereon.

THE UNDERSIGNED further expressly agrees that the foregoing RELEASES, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of Indiana and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representation, statements or inducement apart from the foregoing written agreement have been made.

I HAVE READ THIS RELEASE

Date \_\_\_\_\_

\_\_\_\_\_  
Signature