



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

VOLUNTEER DEVELOPMENT PROGRAM

Volunteers will be asked to fill out a criminal background check prior to working at the YMCA.

Name _____ Date _____ Birth Date _____
Last First

Address _____
Street City State Zip

Home Phone _____ Work Phone _____ Cell Phone _____

Email Address _____

If you are employed or a student, where? _____

Employer's Name _____ Employer Phone _____

Employer's Address _____ City _____ Zip _____

In case of emergency contact _____ Phone _____

Are you a member of a YMCA? _____ Which YMCA? _____ How many years? _____

Summarize your past volunteer experience _____

Why are you interested in volunteering with the YMCA? _____

Please tell us a little bit about yourself (school, jobs, family, hobbies, etc.)? _____

Whatcom Family YMCA

1256 N. State Street, Bellingham, WA 98225
360 733 8630 www.whatcomymca.org

Volunteer Interest Areas

Please "✓" the box next to your areas of interest. Please "X" the box by your areas of expertise, skill or training.

<input type="checkbox"/>	Aquatic/Lifeguard	<input type="checkbox"/>	Legal Services
<input type="checkbox"/>	Child Care (Assistant Group Leader, Story Teller, Art Teacher)	<input type="checkbox"/>	Marketing/Design Skills
<input type="checkbox"/>	Climbing Wall	<input type="checkbox"/>	Medical Expertise
<input type="checkbox"/>	Computer Skills	<input type="checkbox"/>	Office Support
<input type="checkbox"/>	Fitness Instructor	<input type="checkbox"/>	Special Events
<input type="checkbox"/>	Fitness Testing	<input type="checkbox"/>	Teen Adventure Programming
<input type="checkbox"/>	Fund Raising	<input type="checkbox"/>	Trail Blazers
<input type="checkbox"/>	Girls on the Run	<input type="checkbox"/>	Weight Room Attendant
<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	Writing Skills
<input type="checkbox"/>	Landscaping	<input type="checkbox"/>	Youth Sports
<input type="checkbox"/>	Other: _____		

Office Use

Background Check _____
 Child Abuse Prevention _____
 Volunteer Guidelines _____
 Team/Time - Days _____

Volunteer Guidelines

WHATCOM FAMILY YMCA

1. Provide for the safety of the children at all times:
 - a. Will attend training on safety and first-aid.
 - b. Will carry information on each program participant, at all times.
 - c. Will have basic first-aid equipment at all times.
 - d. Will make sure a responsible adult is with the kids at all times.
 - e. Will be aware of the nearest phone.
2. Provide a positive role model:
 - a. Will use appropriate and positive language around children at all times.
 - b. Will not smoke in the presence of program participants.
 - c. Will not be under the influence of alcohol or drugs during any YMCA sponsored event.
 - d. Will attempt to be responsible for behavior of parents in the event their behavior is not appropriate.
3. Plan and prepare lessons for practices:
 - a. Will be physically and mentally prepared for practice (i.e. proper equipment, know practice site and time, lesson plan prepared, etc.)
 - b. Each practice will help children learn and improve their skills.
4. Make practice fun as well as instructional:
 - a. Each practice session should consists of the following:
 - i. Warm-up
 - ii. Skill development games
 - iii. Game or modified game
5. Participate in Orientations and Trainings:
 - a. Will be familiar with, and follow, the YCMA program goals, objectives and philosophy.
6. Find own replacement:
 - a. If absent will have assistant coach or other responsible parent fill in.
 - b. Will make every effort not to cancel practice.
7. Contact the YMCA Youth Director immediately in the vent of an emergency, and you are unable to continue your coaching obligation:

These expectations have been written to ensure the Whatcom Family YMCA has the highest quality of coaches working with our children. Thank you for your time and effort, and have a great season!

I have read, understand, and agree to follow the Whatcom Family YMCA Volunteer Coach expectations.

Signature

Date

Child Abuse Reporting Procedures

The YMCA promotes a positive guidance and discipline policy with an emphasis on positive reinforcement, redirection, prevention and the development of self-discipline. At no time will the following disciplinary techniques be tolerated: physical punishment, striking, biting, kicking, squeezing, shaming, withholding food or rest-room privileges, confining children in small locked rooms, or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings are important factors in helping a child grow into a loving and caring adult. YMCA staff and volunteers, however, need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). The YMCA encourages appropriate touch; at the same time, however, it prohibits inappropriate touch or other means of sexually exploiting children.

In the event of an accusation of child abuse, the YMCA will take prompt and immediate action as follows:

1. At the first report or allegation that child abuse has occurred, the employed staff person it has been reported to will notify the program director, who will then review the incident with the YMCA executive director or his or her designate. If the program director is not immediately available. This review by the supervisor cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate that all teachers and child care providers report information they have learned in their professional roles regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
2. The YMCA will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. (Note: YMCA staff should find out about reporting requirements before the occurrence of any incident.)
3. In the event the reported incident involves a program volunteer, employed staff, or YMCA member, the executive director will immediately, without exception, suspend the volunteer or staff person from the YMCA until an investigation is complete. Accused should be suspended immediately and removed from the program in which the allegation occurred.
4. The parents or legal guardian of the child or children involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. If more than one set of parents is involved (e.g., child on child abuse), the YMCA's responsibility is to keep the names and contact information of those involved confidential. People may learn that information some other way, such as through other children, but YMCA staff and volunteers should not provide it. The YMCA needs to protect itself from disclosing information on a minor.
5. Whether the incident or alleged offense takes place on or off YMCA premises, it will be considered job related (because of the youth-involved nature of the YMCA).
6. Reinstatement of the program volunteer, employed staff person or YMCA member will occur only after all allegations have been cleared to the satisfaction of the executive director or his or her designate.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore should discuss the incident only with the executive director or his or her designate.
8. All full-time and part-time employees and program volunteers must read and sign this policy.

Signature

Date

Code of Conduct for YMCA Staff and Volunteers

1. To protect YMCA staff, volunteers, and program members, at no time during a YCMA program may a staff person be alone with a single child where he or she cannot be observed by others. As staff supervise children, they should space themselves in such a way that other staff can see them.
2. Staff shall never leave a child unsupervised.
3. Rest room supervision: Staff will make sure the rest room is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff 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 (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 or at other off-site location. Always send children in threes (known as the rule of three), and whenever possible, with staff.
4. Staff should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, and so on. When this is not feasible, staff should be positioned so that they are visible to others.
5. Staff shall not abuse children in any way, including
 - a. Physical abuse: striking, spanking, shaking, slapping and so on;
 - b. Verbal abuse: humiliating, degrading, threatening and son on;
 - c. Sexual abuse: touching or speaking inappropriately;
 - d. Mental abuse: shaming, withholding kindness, being cruel, and so on;
 - e. Neglect: withholding food, water, or basic care.
 - f. No type of abuse will 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 and 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 predetermined situations (when necessary to protect the child or other children from harm), administered only in a prescribed manner, and must be documented in writing.
7. Staff will conduct a health check of each child upon his or her arrival each time the program meets, noting any fever, bumps, bruises, burns and so on. Questions or comments will be addressed to the parent or child in a nonthreatening way. Staff will document any questionable marks or responses.
8. Staff 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.
9. Staff will respect children's rights not to be touched or looked at 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 toward others in the presence of children, parents and staff.
11. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

Signature

Date

Whatcom Family YMCA Background Check Application

The YMCA uses various third-party vendors to conduct searches on prospective employees & volunteers. Searches will be available to prospective employee/volunteer upon completion. **ALL INFORMATION IS REQUIRED.**

APPLICANT INFORMATION

Name: _____
Last Name First Name Middle

Alias/Maiden Name(s): _____

Address: _____
Number and Street City, State, and Zip Code

Phone: _____ Date of Birth: _____ Gender: _____ Race: _____

Social Security Number: _____ Email Address: _____

Request for Criminal History Information

Child/Adult Abuse Information Act

RCW 43.43.830 through 43.43.845

CONVICTION RECORD: Read Carefully

These questions cover all crimes, including traffic offenses, except those traffic violations for which there was no final conviction (for example, you took a defensive driving course) or a fine of less than \$100 was paid.

Have you been convicted of or pled guilty to any criminal offense (including all juvenile crimes except those which have been expunged from your record) or released from prison/jail in the past ten years? Yes No

Have you ever been convicted of a felony? Yes No

Have you ever been convicted of a misdemeanor? Yes No

If Yes, to any questions, describe in full: _____

A conviction does not necessarily mean that the YMCA will reject your application. We consider the nature of the offense, your age at the time, how long ago the offense occurred and the position for which are applying, among other factors. However, a false answer to this question may disqualify you from further consideration or result in your termination for falsifying your application.

I authorize Whatcom Family YMCA to conduct this background search and all data I provided is true and correct.

Applicant Signature: _____ Date: _____