



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The Pocono Family YMCA 2017 Volunteer Application Form



Share your Time and Talent – Make a Difference

Volunteering at the YMCA is a great way for people of all ages to have fun, give back and help make a difference in their community.

The Definition of a YMCA 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 of any kind from the YMCA.

REQUIREMENTS TO BE A VOLUNTEER

Minimum age of 14 unless otherwise connected with a YMCA Service Program. School Age Child Care Volunteers must be 18 year of age.

Complete application and supply three references.

Be willing to submit to a criminal background check using:

1.) PA Child History Check-Complete on <http://epatch.state.pa.us/Home.jsp>. 2.) PA Child Abuse History Clearance- please register on line at <http://www.compass.state.pa.us/cwis>. Register as a volunteer.

*Please note if you have not lived in PA for 10 years, you will need to have an FBI Criminal background check. To register and pay on line at <http://www.pa.coqentid.com>. Please use the Dept. of Human services (DHS) box for registering. You will be instructed to take your receipt to the FBI center which is located at the UPS store at Eagle Valley. Please provide a copy of the report when you receive it in the mail.

Review and sign off on Volunteer Handbook which includes code of conduct, disclosure statement and child abuse reporting procedure.

Commit to attendance for a specified time period and complete volunteer hour log.

Please complete application and return to the Member Service Center or mail to the Pocono Family YMCA, Attn: Volunteer Coordinator, 809 Main Street, Stroudsburg, PA, 18360.



Pocono Family YMCA

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 would not be able to meet the needs of the community we serve.

Date: _____ Position desired: _____

PLEASE ANSWER ALL QUESTIONS

Name (first, middle, last)	Daytime telephone ()
Address (street, city, state, zip code)	Evening telephone ()
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> NO Date of Birth: Volunteers under the age of 18 years of age will need written permission from their parents or guardian.	Mobile telephone ()
Have you ever filed an application with the Pocono Family YMCA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, give date(s):	Email Address:
Have you ever been employed/ volunteered by another YMCA? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, Where and when?	
Have you ever been convicted or have charges pending of a crime? (felony or misdemeanor)? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give information regarding the nature of the charge, the date and location of convictions and the final disposition of the case	

Assignment preferences

Please indicate you availability for volunteer services: (check any that apply)

Days of the week: Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Times of day Morning Afternoon Evenings Number of hours per week desired: _____

Skills and Qualifications

Describe any volunteer work, interest, hobbies, sports, training, honors and other experiences relevant to your ability to volunteer services: _____

List any foreign language(s) that you can speak, read or write _____

Do you have any certifications (i.e. CPR, First Aid, Swim instructor, teacher, etc)? _____ If so, _____

List any other information you would like us to consider. _____

EDUCATION

	Name & Location	Course of Study	Start/End Dates	Did you graduate?	Degree/Diploma
High School					
Trade or Business					
College					
Other					

WORK & VOLUNTEER SERVICE EXPERIENCE

Have you ever performed volunteer service before? Yes No If yes, when? _____

Have you ever been paid to work the YMCA? Yes No If yes, when? _____
Please describe: _____

Are you currently employed? Yes No May we contact your current employer for reference purposes? Yes No

Name of Employer: _____ Job Title: _____

Name of immediate Supervisor: _____ Telephone Number: (_____) _____

PROFESSIONAL/PERSONAL REFERENCES (at least 2 work related)

Name (first, middle, last)	Daytime Telephone ()
Address	Email Address
Relationship:	How long known?
Name (first, middle, last)	Daytime Telephone ()
Address	Email Address
Relationship:	How long known?
Name (first, middle, last)	Daytime Telephone ()
Address	Email Address
Relationship:	How long known?

Please read carefully before signing this application.

1. The facts set forth in my application for employment are true, correct and complete. I understand that if employed, false, misleading or incomplete statements on this application shall be considered sufficient cause for dismissal if I am chosen for a volunteer position.
2. I hereby authorize the YMCA to take appropriate steps to verify the information given above on this Volunteer Application. I further understand that no promises have been made to me regarding a volunteer position.

Signature _____

Date _____

Parent or guardian's signature (if you are under 18) _____

Applicants Authorizations - Must be completed

Volunteer Verification Release

I hereby authorize all current and former employers, educational institutions, and organizations where I have provided volunteer services to furnish the Pocono Family YMCA, Inc. ("YMCA") or its designees with any information requested concerning me which is on record or otherwise, and do hereby release all former employers, educational institutions, organizations where I have provided volunteer services and individuals working on their behalf, from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

I hereby authorize the YMCA and any and all individuals working on its behalf to release any information concerning me which is on record or otherwise, requested by current or future employers, educational institutions, or other appropriate institutions and individuals regarding my performance as a current or former employee or volunteer of the YMCA and do hereby release the YMCA and any and all individuals working on its behalf, from any and all liability whatsoever that might otherwise be incurred in furnishing such information.

Pocono Family YMCA - Child Abuse Prevention

CODE OF CONDUCT

1. To protect YMCA staff, volunteers, and program members, at no time during a YMCA 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
 - > physical abuse—striking, spanking, shaking, slapping, and so on;
 - > verbal abuse—humiliating, degrading, threatening, and so on;
 - > sexual abuse—touching or speaking inappropriately;
 - > mental abuse—shaming, withholding kindness, being cruel, and so on;
 - > neglect—withholding food, water, or basic care.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.
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. Possession or use of any type of weapon or explosive device is prohibited.
16. Using YMCA computers to access pornographic sites, send e-mails with sexual overtones or otherwise inappropriate messages, or develop online relationships is not allowed.
17. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any kind of harassment in the presence of children, parents, volunteers, or other staff is prohibited.
18. Staff may not be alone with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, driving or riding in cars, and inviting children to their homes. Any exceptions require a written explanation before the fact and are subject to prior administrator approval.
19. 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.
20. Staff will portray a positive role model for youth by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
21. Staff should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
22. Staff may not date program participants who are under the age of 18.
23. 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 on file with the YMCA).
24. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.
25. 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.
26. Staff will act in a caring, honest, respectful, and responsible manner consistent with the mission of the YMCA.

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

My signature below indicates that I have read, understand, and agree to the above release and code of conduct:

Volunteer Signature and Print Name _____

Volunteer Coordinator _____

Date _____

Pocono Family YMCA Background Inquiry

I understand that an investigative background inquiry is to be made on me including, but not limited to, consumer credit history, criminal history, driving history, education and other reports. These reports may include information as to my character, work habits, job/volunteer performance, and experience, along with reasons for termination of past employment. I further understand that information will be requested from various Federal, State, and other agencies, which may maintain records concerning my past activities relating to my driving, credit performance, criminal conduct, civil court, and other experiences. The information provided will not necessarily result in the rejection of my application, but will be considered as it relates to the performance of the job/volunteer duties for which I am applying.

I authorize, without reservation, any party or agency contacted to furnish the above information.

I hereby consent to your obtaining the above information. And, I further understand that, to aid in the proper identification of my file or records, I am providing the following information, as well as any other information that may be required at a later date.

*****PLEASE PRINT AND FILL OUT THIS FORM COMPLETELY*****

HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES _____ (State _____ Year _____) NO _____
 DO YOU HAVE ANY PENDING CRIMINAL/MOTOR VEHICLE COURT CASES? _____ (State _____ Year _____) NO _____

If yes, what was the nature of the crime?

Print Name: _____

List ALL other first & last names ever used: _____

Soc. Sec. # _____ Date of Birth _____

Driver's License #: _____ State Issued: _____ Expires _____

List addresses for : **LAST SEVEN YEARS – START WITH CURRENT ADDRESS**

Street	City	State	Zip	How long at address? Years Months
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Applicant's Signature: _____ Date: _____

For EMPLOYER Use Only

Requested by _____ Phone _____ Fax _____

CT Criminal Report: Sex Offender Registry

CT Criminal Motor Vehicle Report Driver History Report (Anyone driving for Y): _____

Other State Reports (if less than 7 yrs. in CT) Credit Report (Exec, Office Mgr., Finance Dept): _____

HR Department Approval Signature (Volunteers Only) _____ Date: _____



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Pocono Family YMCA Child Abuse Reporting Procedures

The Pocono Family YMCA advocates 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 restroom privileges, confining children in small locked rooms or verbal or emotional abuse.

Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, YMCA staff and volunteers 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; however, at the same time it prohibits inappropriate touch or other means of sexually exploiting children.

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

1. At the first report or probable cause to believe that child abuse has occurred, the employed staff person or volunteer will file a report at <http://www.compass.state.pa.us/cwis>. They will then notify the program director, who will then review the incident with the YMCA executive director, or his/her designate. However, 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. PA state law mandates each teacher or child care provider to report information they have learned in their professional role 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 abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved.
3. In the event the reported incident(s) involve a program volunteer or employed staff, the executive director will suspend the volunteer or staff person from the YMCA.
4. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency.
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 or employed staff person will occur only after all allegations have been cleared to the satisfaction of the persons named in #1 above.
7. All YMCA staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore, should only discuss the incident with the persons named in #1 above.
8. All full time and part time employees and program volunteers must read and sign this policy.

Signature

Date

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.