

Cadillac Area YMCA

Volunteer Application



Name (please print)				Telephone			
_____		_____		_____		_____	
<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>			<u>Home</u>	<u>Work</u>	
Home Address							

Social Security Number							
<u>Number</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	_____ - _____ - _____		
Present or Last Employer and Address							

<u>Employer and contact person</u>		<u>Number</u>	<u>Street</u>	<u>City</u>	<u>State</u>	<u>Zip Code</u>	
_____		_____	_____	_____	_____	_____	

Would you be particularly interested in working with any of these special groups? (Check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Infants and toddlers | <input type="checkbox"/> Older teens (15-18) |
| <input type="checkbox"/> Preschoolers (3-5) | <input type="checkbox"/> College-aged young adults |
| <input type="checkbox"/> School age children (6-10) | <input type="checkbox"/> Adults |
| <input type="checkbox"/> Pre- and young teens (11-14) | <input type="checkbox"/> Families |
| | <input type="checkbox"/> Older Adults |

I would be interest in hearing more about work in support of these programs and areas of responsibility of the YMCA.

- Aquatics (swimming classes, life guarding, swim team)
- Camping (day camp, overnight camp, family camp)
- Child care (infant, pre-school, after school)
- Family (parent/child activities, parenting classes, family support groups)
- Health and fitness (youth health, aerobics, strength training)
- Member services (Y-Ambassadors, front desk, locker room)
- Older adult programs (health and fitness, recreation, trips, social clubs)
- Social Services (youth mentoring program)
- Sports (youth sports adult volunteer)
- Teen Leadership (Leader's Club, Earth Service Corps, Youth in Government, Youth Volunteer Corps)

Here are some other kinds of vital volunteer opportunities I would like to know more about (Mark all that apply)

- Fund-raising (annual campaign for youth)
- Policy work (committee work on the membership, program, public policy, public relations)
- Building and grounds work (landscaping, gardening, painting, maintenance)

I would be most interested in: (Mark all that apply – they are not necessarily exclusive)

- Ongoing volunteer work (a regular commitment of 6 months to one year)
- Short term projects that I can accomplish in a morning, afternoon, or evening; on a week day, or weekend
- Projects where my whole family can participate
- Projects where I can work as part of a group

**Cadillac Area YMCA
Employee/Volunteer/Intern
Ethical Behavior Standards**

The right of sustaining human dignity is the primary goal of each program at the YMCA. In that regard, safeguards have been established to insure that clients will not be subject to physical, emotional, sexual, or verbal abuse or harassment.

You will not:

1. Participate in sexual activity with any program participant whether consensual or nonconsensual.
2. Strike or otherwise physically restrain or restrict the movement of program participants unless essential for their safety and protection. You will notify your supervisor in the later case.
3. Release any confidential information without a signed permission form.
4. Provide participants with any form of drugs, legal or illegal, unless authorized to do so.
5. Misrepresent your credentials and provide services that you are not qualified or authorized to provide.
6. Care for children other than family who participate in YMCA programs or class activities outside of approved YMCA activities. (babysitting, weekend trips, etc. are not approved.)
7. Be alone with a single child in an isolated situation where you cannot be observed by other staff, volunteers and/or children. The only exception to this would be toileting or medical emergencies, in which case another staff person or volunteer should be notified.

Violations of the above will result in immediate suspension. Should the allegations be substantiated, disciplinary procedures will include, but not be restricted to: termination, or in the case of volunteers and interns, removal from the program.

I have read the Ethical Behavior Standards policies and agree to follow them while representing the agency as a volunteer, employee, or intern.

I recognize that the YMCA will contact legal authorities should my behavior be illegal.

**Cadillac Area YMCA
Harassment Policy**

It is the policy of the YMCA to expressly forbid any forms of harassment of employees. The term "harassment" includes, but is not limited to: slurs, jokes, and other verbal, graphic, or physical conduct which relate to an individual's race, color, sex, religion, national origin, citizenship, age, or handicap.

Harassment also includes sexual advances, request for sexual favors, unwelcome or offensive touching or other verbal, graphic, or physical conduct of a sexual nature. Violation of this policy is considered a major offense.

Employees who feel that they are being harassed in any way by another employee, member, volunteer, or vendor should inform their immediate supervisor or Executive Director. It is the employee's responsibility to bring such concerns to their immediate supervisor or Executive Director. Any concerns will be handled immediately and kept confidential.

I have read the above policy statement and understand its intent, its content and the actions to be taken by the YMCA in cases of suspected harassment or violation of the YMCA's ethical behavior standards.

Staff person or Volunteer (*signature*)

Date

Staff person or Volunteer Name (*Print or type*)

Position

Witnessed by: _____
Signature

Name (*please print*)

**Cadillac Area YMCA
Criminal Background Check Consent Form**

As a present or prospective employee/volunteer of the Cadillac Area YMCA, I understand it is the YMCA's policy to secure criminal history information as part of its pre-employment/volunteer screening process using the information provided below. I also understand if I am hired by the YMCA, that it is the YMCA policy to secure criminal history information after every two years of employment using the information below.

NAME: _____
Last First Middle

Maiden name or names previously used:

Birth date: _____ **Gender:** _____

Social Security Number: _____ - _____ - _____

Drivers License Number: _____ **State:** _____

I understand that the above information is required by Central Records Division of the Michigan State Police, Lansing MI. I authorize the Cadillac Area YMCA to utilize the above information for the sole purpose of obtaining a criminal history file search.

Applicant signature **Date**

Have you ever been convicted of any offense involving the abuse or neglect of children?

NO: _____ **YES:** _____

Applicant signature **Date**