

PLEASE WRITE YOUR AVAILABILITY/ VOLUNTEERING INTERESTS HERE:

Please tear off letter and KEEP for your records!!

Dear VOLUNTEER,

Thank you for your dedication to the Climbing Wall and our climbing community!

You are volunteering **18 hours/calendar year** to help with programs, events, group climbs, route setting, and substitute monitoring. You may spread your hours over different volunteer opportunities (i.e. volunteer for the Costume Climb, substitute as a monitor occasionally, and belay for a class) or concentrate in one area (i.e. set routes or dedicate all your hours to the Climbing Competition).

The YMCA is an organization that is dependent upon its volunteers. We certainly encourage volunteering for more than 18 hours/calendar year. However, extra volunteer hours accrued in one calendar year will not be carried to the next calendar year. If you do not fulfill the 18 hours/calendar year, you will be removed from the active monitor list the next calendar year until you have completed 18 hours of volunteer service.

Volunteer opportunities will be made available at the Monitor Station at the Climbing Wall.

In return for volunteering, you will be placed on the active monitor list and allowed to open the Climbing Wall during non-scheduled hours. **In order to open the Climbing Wall, you must have a paid YMCA membership or Day Pass, be First Aid/CPR certified, and have completed paperwork on file.**

Anyone who opens the Climbing Wall at any time is required to be First Aid/CPR certified. This is a requirement of the YMCA. If you are currently certified, I need copies of your certifications (the YMCA front desk will make copies for you). If you are not certified, the Climbing Wall Program will pay for your certification, but only through the Family YMCA First Aid/CPR certification program. Courses are held the first Saturday of each month. You will need to register at the YMCA front desk immediately if you wish to take the course and want to have the YMCA pay for it. If we have more registrants than room in the class, I will schedule another class ASAP. There is also a CPR only course for those who have a current First Aid certification. Check at the front desk for dates and times.

When registering for First Aid and CPR courses, tell the front desk that you are a Climbing Wall Monitor and the YMCA Adventure Programs Department is paying your fee.

Because as a volunteer you will more than likely be working around children, the YMCA requires that you take Child Protection Training. When you turn in this paperwork, please get in touch with me to sign up for the next Child Protection Training here at the YMCA.

I have attached paperwork you need to complete, and return to me at the YMCA. Please check both sides of forms to read and complete. There will be other paperwork that I will get to you later. **Once I have received the completed paperwork and have either copies of First Aid/CPR certifications, or you have registered for a course, or you are on a list for a First Aid/CPR course to be scheduled, you will be placed on the active monitor list.**

(We will e-mail you a .pdf of the YMCA Employee Handbook (a hardcopy is also available at the Climbing Wall Monitor desk) – please read the Handbook and sign the Employee Agreement. Not all of the Handbook will be applicable to you as a volunteer, but it will be helpful for you to know our policies and procedures here at the YMCA.)

If you have any questions, call or email me.

Thanks so much for all you do – we are THRILLED to have you as part of our fantastic ADVENTURE PROGRAMS COMMUNITY!!

Cheers,
Sylvan Argo

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CARING HONESTY RESPECT RESPONSIBILITY

"We build strong kids, strong families and strong communities in spirit, mind and body."

YMCA VOLUNTEER APPLICATION FORM

1. **Name:** First _____ M.I. _____ Last _____ E-Mail _____

2. **Address:** Street _____ City/State _____ **Phone:** Day _____ Evening _____

3. **Position for which you are volunteering?** _____

4. **What are your reasons for wanting to serve as a volunteer?** _____

5. **What special skills/experience do you bring to this position?** _____

6. **List your chief hobbies or interests:** _____

7. **Do you have any of the following?**

First Aid Certification: _____ Expiration Date: _____

CPR Certification: _____ Expiration Date: _____

Other Certification(s) _____ Expiration Date: _____

8. **Have you ever been refused participation in any youth program?** Yes _____ No _____

9. **Do you have any physical or mental condition that may prevent your from performing the duties described in your job application?**

___ No ___ Yes If "Yes," please explain. A "Yes" answer does not necessarily preclude volunteer position

10. **Except for minor traffic violations, have you ever been convicted of any violation of the law?**

___ No ___ Yes If "Yes," please explain. A "Yes" answer does not necessarily preclude volunteer position

11. **Character/Professional References (if applying for youth volunteer, list one that has experienced your participation in volunteering for youth activities):**

Name	Address	Phone
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_____	_____	_____
_____	_____	_____
_____	_____	_____

12. **Additional remarks:**

As a condition of volunteering, I give permission for The Family YMCA and its assigned agencies to conduct a background check on me, which may include a review of criminal records maintained by government agencies. I understand that my position is dependent upon receiving no inappropriate information on my background check. I am subject to suspension by the YMCA at anytime in the event of inappropriate behavior as outlined in the Code of Conduct and Employee Handbook. The facts set forth in my application are true and complete. I understand that if engaged, false statements on this application will be considered sufficient cause for dismissal.

Applicant Signature _____

Date _____

INTERVIEW QUESTIONS

Name: _____ **Date:** _____

Position: Volunteer

- 1. Why do you want to work as a YMCA volunteer?**
- 2. What are your strengths? What are your interests? skills? hobbies?**
- 3. How many hours/week do you want to volunteer?**
- 4. What are your short- and long-term goals?**
- 5. Tell me a little about yourself.**
- 6. What has been your greatest accomplishment in your educational or professional experience?**

**The Family YMCA
Climbing Wall and Adventure Programs
Volunteer Staff Job Description**

Title: Climbing Wall and Adventure Programs Volunteer Staff

Hours: 18 hours/calendar year (opening the Climbing Wall during non-scheduled hours
Does not count toward volunteer hours)

Responsible to: Programs Director, Climbing Wall Supervisor, Program Instructors,
Event Coordinators

Qualifications:

- Ability to belay climbers
- Good written and oral communication skills
- Ability to review documents, respond to members, interact with the public and enforce rules
- Ability to lift 40 pounds

Requirements:

- YMCA membership or Day Pass
- Belay certification on file with The Family YMCA Climbing Wall
- Volunteer paperwork completed and on file with Climbing Wall Supervisor
- 18 hours of volunteer service/calendar year (opening the Climbing Wall during non-scheduled hours does not count toward volunteer hours)
- Current First Aid/CPR/AED certification
- Child Protection training
- Knowledge of Climbing Wall and YMCA policies and guidelines

General Responsibilities:

- Assist with events, programs and Climbing Wall maintenance under the direction of the Programs Director, Climbing Wall Supervisor, program instructor, or event coordinator.
- To adhere to all climbing wall staff responsibilities (see Climbing Wall Staff Responsibilities) when opening and closing the Climbing Wall during non-scheduled hours.

I have read the above and understand my responsibilities as a volunteer staff member of the climbing wall.

Name: _____ Date: _____

Supervisor: _____ Date: _____

Notice and Authorization Concerning Criminal Background Checks for Volunteers

This form, which you should read carefully, has been provided to you because The Family YMCA ("Organization") may request a criminal background report in connection with your application for volunteer service, or at any time during the course of your volunteer service with the Organization, if any, for purposes of evaluating your suitability for volunteer service. Additionally, in the event that claims or disputes between you and The Family YMCA are filed with any third parties, the organization may request investigative reports for purposes of evaluation and response, regardless of whether you remain in the service of the Organization at the time such claims or disputes arise.

The types of reports that may be requested from lexisnexis.com or other registry under this policy include criminal background search including sex offender records. **Please note:** The YMCA will maintain the complete confidentiality of all information obtained through criminal background checks, reference checks, and all information on application forms, including information regarding disqualification decisions.

The Family YMCA will not discriminate against any person on the basis of race, color, creed, sex, religion, age, disability, national origin, citizenship, or marital status.

Authorization

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of criminal background search reports, as defined above, to The Family YMCA (1) in conjunction with my application for volunteer service, (2) during the entire course of my volunteer service, if any, and (3) after any such volunteer service ends. I further understand that any and all information contained in my application or otherwise disclosed to the YMCA by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the criminal background search reports requested by the Organization and confirm that all such information provided in connection with my application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, a guarantee of volunteer service or a promise of continued service.

Name (printed)

*Social Security number

Full address, including ZIP code

*Date of birth (mm/dd/yy)

Signature

Date

For office use only:

Department

Minor? ___Yes ___No

YMCA CODE OF CONDUCT



“Staff” refers to all YMCA employees, instructors, board members, coaches, assistants, instructor aides, substitutes and volunteers. “Participants” refers to all members, program participants, community service workers, non-YMCA maintenance and construction workers, guests and visitors.

1. Staff will interact with participants and other staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation. The Family YMCA is an equal opportunity employer and supervisors will not discriminate when hiring staff.
2. Staff will portray a positive role model and act in a caring, honest, respectful and responsible manner, maintaining an attitude of patience, courtesy, tact and maturity.
3. While the YMCA does not discriminate against an individual’s lifestyle, it does require that staff abide by the standards of conduct set forth by the YMCA in the performance of their job
4. Staff will appear clean, neat, and appropriately attired.
5. Staff will report to work on time as scheduled or notify supervisor.
6. Staff will properly record hours worked and turn in time sheets when due.
7. Staff will not falsify any YMCA records.
8. Staff will carry out job assignments and follow supervisors’ instructions.
9. Staff must be free of physical and psychological conditions that might adversely affect participants’ physical or mental health.
10. Staff will not discuss confidential matters with anyone outside of the YMCA or with unauthorized employees. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.
11. Staff will not gossip in the work place.
12. Staff will not carry weapons on YMCA property or into YMCA programs.
13. Staff will not steal, or attempt to steal YMCA, members, participants, or staff property.
14. Staff will not intentionally destroy YMCA property or property where YMCA programs are held, or advocate or participate in unlawful seizure of YMCA property or property where YMCA programs are held.
15. Staff will not be on YMCA property during closed hours without authorization from the executive director
16. Staff will not use the Internet inappropriately.
17. Staff will notify the YMCA of a conviction or arrest.
18. Staff will not use profanity, abusive language, tell inappropriate jokes, or share intimate details of personal life in front of members, participants or other staff.
19. Staff will not smoke or use tobacco in the presence of participants. Smoking in and around the YMCA facility and programs is prohibited.
20. Never report to work under the influence of alcohol, intoxicants or drugs. The possession, use, manufacturing, or distribution of illegal drugs, alcohol and/or prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held is prohibited. *Off-the-job* illegal drug activity, as described above, or alcohol abuse, including illegal alcohol use, will not be tolerated.

21. Staff will refrain from intimate displays of affection towards others during working hours.
22. Staff will not engage in sexual, religious, racial, ethnic, or any other kind of harassment towards members, participants, or other staff.
23. Staff will not abuse participants or other staff in any of the following manners: physical abuse - striking, spanking, shaking, slapping; verbal abuse - humiliating, degrading, threatening; sexual abuse - inappropriate touching or verbal exchange, molestation, indecent exposure; 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.
24. Staff will respect participants' rights not to be touched in ways that make them feel uncomfortable. Other than diapering, staff will not touch areas of participants' bodies that would be covered by a bathing suit.
25. Staff will read and sign all policies related to preventing, identifying, documenting, and reporting child abuse, and attend training as instructed by a supervisor
26. Staff ages 18 and over will not date participants ages 17 and under.
27. Staff will not transport participants ages 17 and under in their own vehicles.
28. Staff ages 18 and over will not be alone with participants ages 17 and under outside of the YMCA. This includes babysitting, sleepovers, and inviting youth to staff's home. Staff ages 17 and under will not be alone with participants ages 12 and under outside of the YMCA. Any exceptions require a written explanation before the fact and are subject to administrative approval.
29. Staff will never leave participants ages 12 and under unsupervised
30. At no time during a YMCA program will YMCA staff age 18 and over be alone with a participant age 17 and under. At no time will any YMCA staff be alone with a participant 12 and under.
31. If working with children, staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition and comparison. Staff will have age-appropriate expectations and set up or follow guidelines that minimize the need for confrontation or discipline. Physical restraint is used only in pre-determined situations (i.e. necessary to protect someone from harm) and must be documented in writing.
32. If working with children, staff will conduct a health check of each participant each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the participant or the participant's parent/guardian in a non-threatening manner. Any questionable marks or responses will be documented.
33. If working with children, staff will not release youth ages 12 and under to anyone other than an authorized individual on file with the YMCA.
34. If working with children, staff will conduct or supervise private activities for participants, such as diapering, putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff will be positioned so they are visible to others.

I understand the above list is illustrative of the type of conduct that is expected, but not inclusive of all conduct that is not tolerated. The Employee Handbook provides further guidance of rules and regulations (see Discipline Policy, pg. 21) I understand that any violation of this Code of Conduct may result in termination.

Employee Signature

Date

If under 18, parent/guardian signature

Date

The Family YMCA's Position on the Nationwide Problem of Child Abuse



The Family YMCA makes every effort to prevent child abuse. Some examples include, but are not limited to:

- A thorough background check, including but not limited to, criminal background checks, references of past employers, personal references, the military, educational institutions, volunteer organizations, civic groups, personal character and extra-curricular activities.
- Convicted or registered sex offenders are excluded from membership, employment, volunteering and program participation at the YMCA. Offenders are not allowed onto YMCA property or to loiter in the vicinity of YMCA programs and activities.
- The Family YMCA does not condone child abusers and this YMCA will be seeking information in an applicant's background related to child abuse.
- Allegations or suspicions of child abuse are taken seriously and will be reported to the State/local authorities for investigation.
- Programs are structured so that no staff member is left alone with children.
- All staff and volunteers must undergo Child Protection Training.
- Periodic interviews and evaluations are conducted with children and parents about day to day experiences, encouraging reports of anything out of the ordinary.
- Staff will not fraternize with children outside the programs, including baby-sitting or inviting children home.
- Testing for illegal substances.

The Family YMCA's goals for all programs are:

- To support and strengthen the family unit.
- To help children develop to their fullest potential.
- To deliver the program in a positive YMCA environment of safety, support, and care.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE CHILD ABUSE PREVENTION STATEMENT.

I certify that I have read the above statement and accept the same as a condition of my employment with The Family YMCA.

Signature of Applicant _____ Date _____

IF UNDER 18, parent/guardian signature _____

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE

Substance/Alcohol Abuse and Testing Policy



It is the policy of The Family YMCA to ensure a healthy and safe environment free from substance use/abuse within the programs, activities, and premises of the YMCA in accord with its mission statement to promote wellness in spirit, mind and body. The possession, use, manufacturing, or distribution of alcohol and illegal drugs and the illegal possession, use, or distribution of prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held, will not be tolerated. Illegal actions will be reported to the Los Alamos Police Department and to the offices of Drug Enforcement.

Off-the-job illegal drug activity or alcohol abuse could have an adverse effect on an employee's job performance and could jeopardize the safety of other employees, the public, association equipment, and the YMCA's relations with the public, and therefore, will not be tolerated. Under no circumstance should any of our employees possess, use, manufacture, or distribute illegal drugs outside of work hours. Under no circumstance should any of our employees be illegally using or illegally under the influence of alcohol. Employees who violate this policy are subject to disciplinary action, including dismissal.

Each individual associated with The Family YMCA will assume personal responsibility for her own actions. Anyone with knowledge of illegal possession, use, manufacturing, or distribution of illegal drugs or alcohol within YMCA programs, activities, and/or premises is to report the facts of the case to her supervisor, respecting the confidentiality of that communication.

A "zero tolerance" attitude will be enforced. Final decision as to actions taken based upon the facts of each individual case rests with the President of the Board of Directors and the Executive Director of The Family YMCA. Any employee may be requested to be tested for substance or alcohol abuse. Results of these tests will be shared with the appropriate YMCA staff and may be used to determine employment or continued employment .

Employees suspected of involvement in substance abuse will be placed upon suspension without pay until official determination of involvement has been completed. A positive determination will result in immediate termination of employment with forfeiture of all benefits prior to the suspension date. A negative determination will result in reinstatements at the same or equal position. If an employee is charged and awaiting trial for illegal activities, she will be placed on leave without pay until legal determination is completed.

Request for reemployment following drug rehabilitation will be considered on an individual basis with recommendation from the President of the Board of Directors and the Executive Director.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE POLICY

I hereby acknowledge that I have read and understood the above policy and agree to adhere to the policy.

Signature of Applicant

Date

If under 18, signature of parent or guardian

AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE

**THE FAMILY YMCA
Volunteer Agreement**

Name _____

Home Address _____ Hm Ph: _____ Wk Ph: _____

I agree to volunteer for The Family YMCA Climbing Wall and Adventure Programs according to The Family YMCA Volunteer Responsibilities and under the direction of the Adventure Programs Director and Climbing Wall Supervisor. I understand I am committing to 18 hours of volunteer service per calendar year. Opening the Climbing Wall does not count toward volunteer hours. I agree to abide by the precepts and objectives of the YMCA as described in its mission statement, "We build strong kids, strong families, strong communities in spirit, mind and body," and to adhere to the YMCA core values of caring, honesty, respect and responsibility.

In return for volunteering, I will be allowed to open the Climbing Wall during non-scheduled hours as long as I monitor during that time according to Monitor Responsibilities. I understand that I need either a YMCA membership or a Day Pass in order to open the Climbing Wall during non-scheduled hours. I will be allowed to do this for one calendar year. If I fulfill my commitment of 18 hours, I will be put on the active monitor list for the next calendar year. If I do not fulfill my commitment of 18 hours, I will be taken off the active monitor list until that commitment is fulfilled. If needed, I will receive my belay certification without charge; however, if I need belay training, I must register and pay for the On Belay class.

By signing below, the volunteer agrees to accept the above conditions and benefits.

Date
Volunteer's Signature

Date
Adventure Program Director's Signature

The management of the YMCA, therefore, reserves the right to revise by addition, reduction, correction, deletion, or upgrading any part or all of the materials in this handbook at anytime.

EMPLOYEE UNDERSTANDING FORM

This handbook reflects a general description of the policies, procedures, rules, services and benefits of employment. This latest edition, dated June 2010 supercedes any previous version.

I have read this ***Employee Handbook***, and understand and agree that it is a general informational guide, not an employment contract or guarantee of continued employment.

I agree to all adhere to and follow all policies and procedures contained within the Employee Handbook.

I understand that the *Employee Handbook* is property of the YMCA and must be returned to my supervisor upon separation from employment at the YMCA.

Employee signature

Executive Director's signature

Date

[To be kept in this employee's personnel file]

Code of Safe Work Practices



1. Employees will always wear YMCA identifying nametags.
2. Employees will report all unsafe conditions to supervisor immediately upon identification of hazard.
3. All spills will be cleaned immediately.
4. Employees will use personal protection equipment (i.e. eye protection, gloves, proper attire, closed- toed shoes) in potentially dangerous environments.
5. Employees will use blood-borne and bodily fluids kits as needed.
6. Employees will report all injuries and illnesses as soon as they occur.
7. Use non-slip shoes when working in wet conditions.
8. Consumption of alcoholic beverages, prescription and/or over-the-counter drugs, i.e., NyQuil, or use of other intoxicants prior to or during work is prohibited.
9. Employees shall exercise care in lifting, torquing and similar strenuous work consistent with training.
10. Employees will always use appropriate tools (i.e. ladders or step stools rather than chairs) for the job.
11. Employees shall make sure that minors exhibit safe and appropriate behavior.

Employees who operate YMCA vehicles must:

12. Successfully complete Coaching the Van Driver defensive driving course before driving any YMCA van.
13. Exercise care in operating vehicles by wearing seatbelts at all times.
14. Exercise care when operating vehicles by not exceeding speed limits appropriate for conditions.
15. Exercise care in operating the YMCA's vehicles by practicing defensive driving techniques.
16. Will park in legal spaces not obstructing traffic.
17. Utilize A-frame ladders or step stools to access engines when performing engine checks.
18. Reposition mirrors before moving vehicles.
19. NOT eat while operating a YMCA vehicle or allow passengers to eat while riding in a Y vehicle.
20. NOT use a cell phone while operating a YMCA vehicle or personal vehicle if conducting Y business. Drivers must pull safely to the side of the road if cell phone use is necessary.

Employee signature

Date