

**SUPERIOR/DOUGLAS COUNTY FAMILY YMCA  
VOLUNTEER INFORMATION SHEET**

NAME \_\_\_\_\_ TELEPHONE: HOME \_\_\_\_\_

ADDRESS \_\_\_\_\_ WORK \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

HOW LONG @ ABOVE ADDRESS? \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

DRIVERS LICENSE # \_\_\_\_\_ STATE \_\_\_\_\_ EXPIRATION \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_

OCCUPATION \_\_\_\_\_ EMPLOYER/SCHOOL \_\_\_\_\_

EMPLOYER ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_

WHAT IS YOUR PRESENT MARITAL STATUS? ( ) MARRIED ( ) SINGLE ( ) DIVORCED

HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OFFENSE? ( ) YES\* ( ) NO

Exclude the following situation – minor traffic violations for which the fine was \$200 or less  
- Any offense which was settled in juvenile court or under a welfare youth offender law

\*IF YES, PLEASE EXPLAIN \_\_\_\_\_  
\_\_\_\_\_

DESCRIBE ANY FORMAL/INFORMAL TRAINING YOU MAY HAVE HAD AS A COACH OR VOLUNTEER?  
\_\_\_\_\_  
\_\_\_\_\_

WHAT DO YOU HOPE TO GAIN FROM VOLUNTEERING? \_\_\_\_\_  
\_\_\_\_\_

WHAT OTHER ORGANIZATIONS HAVE YOU VOLUNTEERED WITH? \_\_\_\_\_  
\_\_\_\_\_

REFERENCES: PLEASE LIST THE NAMES, OCCUPATIONS AND TELEPHONE NUMBERS OF TWO PEOPLE (OTHER THAN RELATIVES) WHO KNOW YOU SUFFICIENTLY WELL TO PROVIDE US A REFERENCE.

NAME	OCCUPATION	PHONE
_____	_____	_____
_____	_____	_____

I UNDERSTAND THAT IN APPLYING FOR A VOLUNTEER POSITION, THE INFORMATION THAT I HAVE FURNISHED ON THIS FORM IS SUBJECT TO VERIFICATION, WHICH MAY INCLUDE A CRIMINAL BACKGROUND CHECK.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

(PLEASE TURN PAGE OVER)

**SUPERIOR DOUGLAS COUNTY FAMILY YMCA  
VOLUNTEER CODE OF CONDUCT**

1. All children shall be supervised according to this YMCA Code of Conduct.
2. Any type of child abuse will not be tolerated including, but not limited to:  
physical abuse-to strike, spank, shake, slap;  
verbal abuse-to humiliate, degrade, threaten;  
sexual abuse-to inappropriately touch or speak;  
mental abuse-to shame, withhold kindness, be cruel; and  
neglect-to withhold food, water, basic care, etc.
3. In order to protect YMCA volunteers and program participants, during a YMCA program, volunteers should space themselves in a way so that they can be observed by others. The YMCA recommends, when possible, that a volunteer not be alone with a single child where they cannot be observed by others.
4. Volunteers in charge of a child shall not leave that child unsupervised during a program.
5. Restroom supervision: Try to send children in pairs, and whenever possible, with staff. Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. When a staff accompanies a child, staff will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for the staff (not being alone with a child). If a staff is assisting younger children, doors to the facility must remain open. No child, regardless of age, should enter a bathroom alone on a field trip.
6. When possible, staff should conduct or supervise private activities in pairs—diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff should be positioned so that they are visible to others.
7. Staff should use positive techniques of guidance, including redirection, positive reinforcement, and encouragement rather than competition, comparison, and criticism. Staff should have age-appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint should be used only in predetermined situations (necessary to protect the child or other children from harm); and must be documented in writing.
8. Staff are expected to observe the health of each child, each day, as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments should be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.
9. Staff shall respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
10. Staff shall 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.
11. Staff should refrain from displays of affection that would make others feel uncomfortable.
12. Staff shall be clean, neat, and appropriately attired.
13. Using, possessing, or being under the influence of alcohol or illegal drugs is prohibited during working hours or at a YMCA activity.
14. Smoking or use of tobacco on premises or 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 are prohibited.
16. In order to protect YMCA staff, volunteers and program participants, it is recommended that staff not be alone with children they meet in YMCA programs outside of the YMCA.
17. No employee shall use their private vehicle to transport children who are attending a YMCA program, unless written parental authorization is on file with the YMCA.
18. 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).
19. 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.
20. Staff will act in a caring, honest, respectful, and responsible manner.

**I understand that any violation of this Code of Conduct may result in termination. I realize that this Code of Conduct may be updated as needed, and I will be asked to sign any revisions as a condition of my employment.**

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Volunteer Signature

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Date