



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**Cumberland Cape Atlantic YMCA of Vineland
Volunteer Application**

DATE: _____ MEMBERSHIP TYPE: _____
 NAME: _____ EMPLOYER/SCHOOL: _____
 ADDRESS: _____ OCCUPATION: _____
 CITY, ZIP: _____ SEX: _____
 DATE OF BIRTH: _____ MARITAL STATUS: _____
 HOME PHONE: _____ EMERGENCY CONTACT: _____
 CELL PHONE: _____ EMERGENCY PHONE: _____

WHO REFERRED YOU TO VOLUNTEER AT THE YMCA? _____

LIST DAYS AND TIMES YOU ARE AVAILABLE TO VOLUNTEER:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

PLEASE LIST PROFESSIONAL SKILLS: _____

PLEASE LIST INTERESTS/ACTIVITIES: _____

VOLUNTEER OPPORTUNITIES AVAILABLE (PLEASE CHECK ALL AREAS INTERESTED IN):

Pool Assistant	_____	Gardening	_____
Babysitting Assistant	_____	Housekeeping	_____
Child Care Assistant	_____	Maintenance	_____
Camp Assistant	_____	Clerical	_____
Preschool Fitness Assistant	_____	Photographer	_____
Greeter	_____	Tour Guide	_____
Special Events	_____	Other	_____
Fitness Assistant	_____	Youth Sports	_____

EMPLOYMENT HISTORY

Dates of Employment (Start with most recent)	Company Name and Address (City, State Zip)	Immediate Supervisor Name and Phone Number	Position Held	Reason for Leaving Position
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

VOLUNTEER HISTORY

Dates of Volunteering (Start with most recent)	Company Name and Address (City, State Zip)	Immediate Supervisor Name and Phone Number	Duties	Reason why you are no longer volunteering with this organization
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

VOLUNTEER AGREEMENT

Procedures for Volunteers

Procedures for Reporting Suspicious or Inappropriate Behaviors or Policy Violations

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that every volunteer actively participates in the protection of youth. In the event that volunteers observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at our organization, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Volunteers and Youth

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with youth
- Buying gifts for individual youth
- Making suggestive comments to youth
- Picking favorites

All reports of suspicious or inappropriate behavior with youth will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected. If volunteers witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the volunteer is instructed to do the following:

Guidelines for Volunteer Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

Procedures for Responding to Allegations or Incidents of Abuse

Volunteer Response to Abuse

As required by mandated reporting laws, volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. *Refer to state specific mandated reporting requirements for definitions of abuse more specific reporting information.

In addition to reporting to state authorities, volunteers are required to report any suspected or known abuse of youth perpetrated by staff or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

1. Immediate supervisor
2. Directors
3. Administrators

Additional Guidelines for Volunteer Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the proper authorities (based on mandatory reporting requirements) and the designated organization authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
- It is not your job to investigate the incident but it **IS** your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If volunteers witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

Responding to Youth-to-Youth Sexual Activity

Guidelines for Volunteers Responding to Youth-to-Youth Sexual Activity

- If you observe sexual activity between youth, you should immediately separate them.
- Calmly explain that such interactions are not permitted and separate the youth.
- Notify your supervisor.
- Complete the necessary paperwork including what you observed and how you responded.
- Follow your supervisor's instructions regarding notifying the authorities and informing the parents of the youth involved.
- In some cases, if the problem is recurring discipline may be required. This discipline could include not allowing one or both youths to return to the program.

STATEMENT OF UNDERSTANDING

I understand that I will cooperate fully with any investigation and that failure to do so may be grounds for termination of my volunteer position. I hereby agree to abide by all rules and regulations promoted by the Cumberland Cape Atlantic YMCA of Vineland.

Volunteer Signature: _____ **Date:** _____

Volunteers under 18 years of age must have parental permissions. Please signify permission by signing below.

Parent/Guardian Signature: _____ **Date:** _____

INFORMED CONSENT/LIABILITY WAIVER AGREEMENT

I/We do hereby waive, release and forever discharge the YMCA of Vineland and its officers, agents, employees, representatives, executors and all others from any and all responsibilities or liability for injuries or damages resulting from my participation in any activities at said facility. I/We, the undersigned, have read, understood and agree to the conditions outlined above.

Signature of Applicant: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

(Required for anyone under 18 years of age)