



# SANTA MONICA FAMILY YMCA

## Volunteer Application

### Get Involved as a YMCA Volunteer

At the YMCA, your time and talent go a long way. Every hour you spend as a YMCA volunteer translates into the caring attention a child or teen needs to grow up healthy and resilient. It translates into support for families so they can be successful and strong. It can lead to healthier lives for people of all ages, backgrounds, abilities, and incomes while providing a safer, more viable community that's a good place to live and work.

As a YMCA volunteer, you can lead an exercise class, read to a group of children, coach a basketball team, greet people at the front desk, serve as a role model for young people, or help out at a special event. No matter how you help, you'll make a big difference as you work with others to create a feeling of connectedness in your community.

### Qualifications

All applicants must know the philosophy of the YMCA and its program goals, have a sincere desire to work with others, and have a positive and caring attitude. Some experience or expertise in the area of interest is necessary. Applicants must be punctual and reliable.

#### **Adults:**

- Must possess current CPR and First Aid Certification or obtain certification within the first 30 days.
- Be able to commit to a volunteer role for a minimum of 90 days.

**Teens (12-17) Service Learning Opportunity Program (SLOP)** engages youth in volunteer services with adult guidance. This program allows youth to earn volunteer hours for school and give back to their community while developing core character values.

#### **Youth volunteers must:**

- Be in the 6<sup>th</sup> grade or higher, and
- **Be a member of the Santa Monica Family YMCA** (youth/teen scholarships are available upon request).

### Application & On-Boarding Process

Applicants must complete each application section, code of conduct, and the electronic background check. Return the application to the front desk of the Santa Monica Family YMCA or directly to the program supervisor. An interview will be arranged after the candidate has received and completed their electronic background check from Background Direct ([noreply@fady.com](mailto:noreply@fady.com)). Background checks are subject to be re-checked every 18-24 months. The Y takes the safety of all participants very seriously; all applicants must be cleared with a Criminal Offender Record Information (CORI) check and a Sexual Offender Registry Information (SORI) check. The YMCA has a zero-tolerance standard for abuse and inappropriate behavior by volunteers. All volunteers must complete mandatory Child Abuse Awareness and Safety Training before volunteer service begins.

**The YMCA does not accept applications for court ordered mandated volunteer hours.**

### Contact

Pam Andrews  
Senior Director of Finance and Employee Resources  
(310) 393-2721, ext. 119 | [pam1@ymcasm.org](mailto:pam1@ymcasm.org)

Karla Estrada  
Executive Assistant & Training Coordinator  
(310) 393-2721, ext. 108 | [karla@ymcasm.org](mailto:karla@ymcasm.org)

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Background Clearance: Y N Date: \_\_\_\_\_ Praesidium Set Up: \_\_\_\_\_

## Part I-Applicant Information

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Available to Start: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  home  cell  business  other: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_ Occupation: \_\_\_\_\_

Are you a current member of the Santa Monica Family YMCA?  Yes  No

### **SLOP PARTICIPANTS ONLY (middle & high school volunteers, under 18)**

Member #: \_\_\_\_\_ Age: \_\_\_\_\_ Birthday: \_\_\_\_\_

School: \_\_\_\_\_ Current Grade: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Contact #: \_\_\_\_\_

Parent Email Address: \_\_\_\_\_

Are you applying to be a volunteer to complete hours for school?  No  Yes. **If YES**, how many hours do you need to complete? \_\_\_\_\_ When does it need to be completed? (date) \_\_\_\_\_

### **Policies and Permission agreement SLOP participants only (parent must initial and sign)**

1. \_\_\_\_\_ I hereby grant permission for the above-name minor to leave the Santa Monica Family YMCA facility premises under the supervision of a staff member for off-campus events in YMCA authorized vehicles or on foot.
2. \_\_\_\_\_ I hereby grant permission for the Santa Monica Family YMCA to seek **EMERGENCY MEDICAL AND/OR SURGICAL TREATMENT** for the minor mentioned earlier.
3. \_\_\_\_\_ I understand that the Santa Monica Family YMCA will not be responsible for anything that may happen as a result of false information given or for information that has not been updated when changes in addresses or phone numbers occur. I further understand that I must have a working phone number where I may be reached or a message left so that the Santa Monica Family YMCA may contact me when needed.
4. \_\_\_\_\_ I hereby grant permission for the minor mentioned earlier to be included in promotional pictures for the Santa Monica Family YMCA brochures and publications.
5. \_\_\_\_\_ I hereby consent to the photographing, recording, or reproduction in any other manner (including videotapes and audiotapes) of the likeness, voice, and/or activities of my child and further authorize the Santa Monica Family YMCA. Its employees are to make unlimited use of such reproductions, including, but not limited to, broadcasting the reproductions to the public over radio and television stations.
6. \_\_\_\_\_ I understand that it is not the responsibility of the Santa Monica Family YMCA to keep my child on the premises. My child may leave the premises at any time of his/her free will. I understand the child's responsibility for completing his/her volunteer hours.

I AM THE CUSTODIAL PARENT/GUARDIAN OF THE MINOR MENTIONED EARLIER AND HAVE READ, UNDERSTAND, AND AGREE TO THE ABOVE 6 STATEMENTS.

**Part II-Areas of interest: Check all areas of interest that apply**

(Application will be distributed to appropriate staff person)

**Volunteer Opportunities for Adults**

- Adult Fitness: *instructing aerobic, yoga, Zumba, indoor cycling, and fitness-related classes*
- Fitness Center and/or Weight Room monitors/aides: *assist members with equipment, clean workout equipment, and monitor workout areas*
- Water Fitness: *instructing water aerobics or twinges in the hinges classes*
- Senior Fitness: *instructing aerobic and fitness related classes*
- Health Seminars: *instructing adults on health issues*
- Basketball Coaches: *coaching youth basketball teams*
- Basketball Referees: *refereeing youth basketball teams*
- Child Watch: *caring for children while parents use the Y*
- Camp Big Bear:** *supervise children in the San Bernardino Mountains on the lake at overnight Camp Big Bear (1-2 week commitment required + training)*
- Gym Instructor: *teaching infant-toddler parent-child classes (ages 3-36 months)*
- Early Learning Center: *assist teachers and interact with the students – ages infants – 5 years (must provide livescan clearance & TB test)*
- Swim Lessons: *instructing swim lessons for youth (ages 3-14)*
- Youth & Government: *advisor for current Y&G Session*
- Other Opportunities: If there is a specific class or activity you would like to teach or offer at the Y Please insert it below:*  
\_\_\_\_\_

**Volunteer Opportunities for Middle & High School Youth**

- Child Watch: *assist caring for children while parents use the YMCA*
- Afterschool Program Volunteer *assist counselors with homework & daily activity*
- Youth Mentor: *tutoring & assisting in after-school programs*
- Camp:** *day & overnight Jr. camp counselors supervise children & lead activities*
- Early Learning Center: *assist teachers and interact with the students – ages infants – 4 years.*
- Swim Lessons: *assist instructors with swim lessons*

**Other:** Please specify any specific skills that would be relevant to any existing program or a new program you would like to see here at the YMCA \_\_\_\_\_

**Availability: What Days?** Mon Tues Wed Thurs Fri Sat. Sun **What times?** \_\_\_\_\_

# Part III-Questionnaire

All applicants must complete

1. Have you ever been convicted of any criminal offense?

No

Yes

If Yes, Please explain? \_\_\_\_\_

\_\_\_\_\_

2. Why do you want to volunteer at the Y? \_\_\_\_\_

\_\_\_\_\_

3. Describe any formal/informal training you have experienced pertinent to the volunteer position desired \_\_\_\_\_

\_\_\_\_\_

4. Do you hold current CPR, First Aid, Lifeguard, or other certification(s)? *If yes, please list certification title and expiration:* \_\_\_\_\_

\_\_\_\_\_

5. Have you ever volunteered for the YMCA before?  Yes  No *If you checked "Yes," please tell us what you did and when.*

\_\_\_\_\_

\_\_\_\_\_

6. Please list other organizations you have been involved with as a volunteer.

**ORGANIZATION**

**VOLUNTEER ROLE/JOB**

**DATES**

**SUPERVISOR**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part IV-Questionnaire: Youth Work Information

Applicants desiring to work with youth must complete this section

1. A child feels unhappy when: \_\_\_\_\_

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2. Children are wonderful because: \_\_\_\_\_

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3. The most rewarding thing about working with youth is \_\_\_\_\_

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4. The most challenging thing about working with youth is? \_\_\_\_\_

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5. Complete this sentence: An angry child is \_\_\_\_\_

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6. Children seem happy when \_\_\_\_\_

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7. Discipline is: \_\_\_\_\_

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8. Describe how you would handle a situation in which another volunteer is not paying sufficient attention to the children causing an unsafe environment: \_\_\_\_\_

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9. What type of children's behavior is hardest for you to handle? \_\_\_\_\_

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10. What are your favorite activities for you to do with children?

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11. Please explain how you would handle a situation in which another child was bullying a child.

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12. How would you respond if you discovered a child in a Y program or activity was a victim of abuse?

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## Part V-References

All applicants must complete

**List at least 1 family member and 2 character references** (SLOP Volunteers may list teachers or school counselors)

1. \_\_\_\_\_  
Name Relationship Phone #1 Phone #2

2. \_\_\_\_\_  
Name Relationship Phone #1 Phone #2

3. \_\_\_\_\_  
Name Relationship Phone #1 Phone #2

**List any work or volunteer related references:**

1. \_\_\_\_\_  
Supervisor Company Phone #

Dates: \_\_\_\_\_ Duties/Position: \_\_\_\_\_ check one:  Volunteer  
 Work

2. \_\_\_\_\_  
Supervisor Company Phone #

Dates: \_\_\_\_\_ Duties/Position: \_\_\_\_\_ check one:  Volunteer  
 Work

3. \_\_\_\_\_  
Supervisor Company Phone #

Dates: \_\_\_\_\_ Duties/Position: \_\_\_\_\_ check one:  Volunteer  
 Work

## Child Abuse Prevention CODE OF CONDUCT FOR VOLUNTEERS

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. To protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may a volunteer or staff person be alone with a single child where others cannot observe them. As volunteers and staff supervise children, they should space themselves in a way that others can see them.</li> <li>2. Volunteers shall never leave a child unsupervised.</li> <li>3. Restroom supervision: Volunteers will ensure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Volunteers will stand in the doorway 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 volunteers assist younger children, the facility's doors must remain open. Regardless of age, no child should ever enter a bathroom alone on a field trip. Always send children in groups of 3, and whenever possible, with staff.</li> <li>4. Volunteers 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 to be visible to others.</li> <li>5. Volunteers shall not abuse children, including             <ul style="list-style-type: none"> <li>• physical abuse – strike, spank, shake, slap;</li> <li>• verbal abuse – humiliate, degrade, threaten;</li> <li>• sexual abuse – inappropriate touch or verbal exchange;</li> <li>• mental abuse – shaming, withholding love, cruelty;</li> <li>• neglect – withholding food, water, primary care, etc.</li> </ul> <p>Any abuse will not be tolerated and may be cause for immediate dismissal.</p> </li> <li>6. Volunteers must use positive guidance techniques, including redirection, positive reinforcement, and encouragement, rather than competition, comparison, and criticism. Volunteers 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 (necessary to protect the child or other children from harm), is only administered in a prescribed manner, and must be documented in writing.</li> <li>7. Volunteers will conduct a health check of each child daily as they enter the program, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Any questionable marks or responses will be documented.</li> <li>8. Volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.</li> </ol> | <ol style="list-style-type: none"> <li>9. Volunteers will respect children's rights not to be touched in ways that make them feel uncomfortable and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that a bathing suit would cover.</li> <li>10. Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</li> <li>11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job, they will abide by the standards of conduct set forth by the YMCA.</li> <li>12. Volunteers must appear clean, neat, and appropriately attired.</li> <li>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working hours is prohibited.</li> <li>14. Smoking or use of tobacco in the presence of children or parents during working hours is prohibited.</li> <li>15. Profanity, inappropriate jokes, sharing intimate details of one's personal life, and any harassment in the presence of children or parents are prohibited.</li> <li>16. Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>17. Volunteers will not have contact with children they meet in YMCA programs outside the YMCA. This includes babysitting, sleepovers, tutoring, personal coaching/training, and inviting children to your home or any other situation that may arise, even with parental or guardian consent.</li> <li>18. Volunteers are not to transport children in their vehicles.</li> <li>19. Volunteers will not engage in personal relationships or date program participants under 18.</li> <li>20. Volunteers will not have any electronic communication with minor participants, even with parental or guardians' consent.</li> <li>21. Under no circumstance should volunteers 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).</li> <li>22. Volunteers must read and sign all policies related to identifying, documenting, and reporting child abuse and attend training on the subject, as instructed by a supervisor.</li> <li>23. Volunteers must immediately notify human resources if they are arrested or convicted of a crime when they volunteer with the YMCA.</li> </ol> |
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The YMCA has a zero-tolerance standard for abuse and inappropriate behavior by volunteers. I have read each statement and understand that any violation of this Code of Conduct will result in termination.

\_\_\_\_\_

Volunteer Signature

\_\_\_\_\_

Supervisor Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Volunteer Printed Name

\_\_\_\_\_

Supervisor Printed Name



