

# Valley of the Sun YMCA



Thank you for considering becoming a mentor with the Valley of the Sun YMCA's Building Futures program. It is a very real way to make a difference in a young person's life. This application is designed to provide us with information, which will help match you with the most appropriate child. Your answers to this application will be kept confidential. If you have any questions, feel free to call Robert Neese, MSW, Regional Director at 602-212-6071. When you finish, please mail this completed form to:

**South Mountain Family YMCA**  
**ATTN: Robert Neese – Community Initiatives**  
**Building Futures Mentoring Program**  
**222 E. Olympic Drive**  
**Phoenix, AZ 85040**

Or  
**FAX to 602-212-6180**  
**ATTN: Robert Neese**



VOLUNTEERS ARE VITAL TO THE YMCA.

VALLEY OF THE SUN YMCA VOLUNTEER APPLICATION

PLEASE READ THIS SECTION BEFORE COMPLETING THE APPLICATION

This Valley of the Sun YMCA does not discriminate in the recruitment, hiring and conditions of volunteering on the basis of race, color, religion, national origin, sex, marital status, disability, age or veteran status. No question on this application is intended to secure information to be used in a discriminatory manner. Your completed application will be reviewed carefully; but its receipt does not imply that you will become a volunteer. Consideration necessitates that you meet all minimum qualifications required for the position for which you are applying.

General Information

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell/Work Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Availability: Days/Times: [ ] Su [ ] Mo [ ] Tu [ ] We [ ] Th [ ] Fr [ ] Sa

Area(s) of interest: \_\_\_\_\_ Preferred branch \_\_\_\_\_

Number of hours available \_\_\_\_\_ Specific days available \_\_\_\_\_

Have you ever volunteered for a YMCA before: [ ] Yes [ ] No If so, where \_\_\_\_\_ when \_\_\_\_\_

How did you hear about the YMCA: [ ] Referral [ ] Advertisement [ ] School [ ] Drop in [ ] Agency

[ ] Other (Please explain) \_\_\_\_\_

What are your volunteer interests?

Childcare \_\_\_\_\_
Health and Fitness \_\_\_\_\_
Aquatics \_\_\_\_\_
Preschool \_\_\_\_\_
Youth Programs \_\_\_\_\_
Sports \_\_\_\_\_
Teens \_\_\_\_\_

Member Service \_\_\_\_\_
Administrative \_\_\_\_\_
Committee Work \_\_\_\_\_
Maintenance \_\_\_\_\_
Fundraising \_\_\_\_\_
Special Events \_\_\_\_\_
Other (please list) \_\_\_\_\_

\*Answering yes to the following questions does not constitute a bar to volunteer work.

Have you ever pled guilty to, or been convicted of, a felony? [ ] Yes [ ] No (If yes, please explain below)

## Employment History

*Starting with your most recent employer, provide the following information.*

Employer		Telephone	Dates of Employment	
Address	City	State	From	To
Zip Code				

Employer		Telephone	Dates of Employment	
Address	City	State	From	To
Zip Code				

## Education

*Starting with the most recent school attended, please provide the following information.*

School (Include City and State)	Years Completed	Graduated Y/N	Degree

## Skills and Qualifications

Why would you like to volunteer?

Describe any volunteer work, other experience, interest, training or honors received in connection with your service to any organizations which you consider relevant to your ability to perform this job.

**References – Please include three references.**

Name	Title	Relationship to You	Phone Number	How long have you known this person?

## The Rights and Responsibilities of a YMCA Volunteer

### **As a YMCA volunteer, you have a right . . .**

- To be treated as a partner and coworker, not as free help.
- To a meaningful assignment, with consideration for your individual interests, skills and life experience.
- To be kept in the know about the YMCA's program, policies and people through frequent communications that may include conversations, meetings, memos and newsletters.
- To orientation and training for the job that is thoughtfully planned and effectively presented.
- To continuing education and training, including information about new developments and training for greater responsibility.
- To sound guidance and direction by someone who is experienced, well informed, patient, and thoughtful and who has the time to invest.
- To be treated respectfully and to be given equal consideration for all volunteer assignments, regardless of age, income, disabilities, sex, background or religion.
- To a variety of experiences through promotion to assignments of more responsibility, through transfer from one assignment to another, and through special assignments.
- To be heard, to have a part in planning, to feel free to make suggestions, and to have respect shown for an honest opinion.

### **As a YMCA volunteer, you have a responsibility . . .**

- To have at heart the interests of the kids, families, adults and communities the YMCA serves.
- To understand the YMCA's mission and goals, realizing that the association has accepted your voluntary service and participation in order to achieve those goals.
- To abide by the commitments you make, doing what you say you will, when you say you will.
- To speak up, asking questions and sharing ideas, enthusiasm, and concerns.
- To accept supervision, knowing that everyone is accountable to someone: the staff to the executive director, the executive director to the board and the board to the community.
- To offer criticism constructively, seeking to understand before judging.
- To continue to grow and to learn more about the job, the YMCA, and the YMCA way.
- To recognize that nonprofit does not mean non-competent; both YMCA paid staff members and volunteers have talents and gifts to exchange with each other.
- To treat all people with loving kindness and open communication, regardless of age, income, ability, background, sex, or religion.
- To act as a responsible member of our YMCA family, learning the give and take necessary for the common good.
- To become a voice for the community in the Y and a voice for the Y in the community.
- To seek joy in your volunteer service; having fun is an essential part of volunteering at the YMCA.

## YMCA of the USA's Child Abuse Prevention CODE OF CONDUCT

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| <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 staff person be alone with a single child where they cannot be observed by others. As staff supervise children, they should space themselves in a way that other staff can see them.</li> <li>2. Staff shall never leave a child unsupervised.</li> <li>3. Restroom supervision: Staff will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff 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 staff are assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip. Always send children in pairs, and whenever possible, with staff.</li> <li>4. 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.</li> <li>5. Staff 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, basic care, etc.</li> </ul> <p>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</p> </li> <li>6. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined 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. Staff will conduct a health check of each child, each day, 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. Staff respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, economic level of the family, or disability.</li> <li>9. Staff will 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 in areas of their bodies that would be covered by a bathing suit.</li> </ol> | <ol style="list-style-type: none"> <li>10. Staff will refrain from intimate displays of affection towards others in the presence of children, parents, and staff.</li> <li>11. Staff are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.</li> <li>12. Staff 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 kind of harassment in the presence of children or parents is prohibited.</li> <li>16. Staff must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.</li> <li>17. Staff will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>18. Staff may not be alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home. Any exceptions require a written explanation before the fact and are subject to administrator approval.</li> <li>19. Staff should not give excessive gifts (e.g. TV, Video games, jewelry) to youth.</li> <li>20. Staff may not date program participants under the age of 18 years of age.</li> <li>21. Under no circumstance 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).</li> <li>22. Staff are to report to a supervisor any other staff or volunteer who violates any of the policies listed in this Code of Conduct.</li> <li>23. 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.</li> </ol> |
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***I understand that any violation of this Code of Conduct may result in termination.***

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

**\*Please note: Due to the nature and program protocol for the Building Futures Mentoring Program, statements 1 and 11 are to be disregarded for this program only. Additional precautions, training, and background investigations will be conducted for all staff and volunteers leading and facilitating the Building Futures program.**

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Occupation: \_\_\_\_\_ Gender M / F

**All Mentors will be fingerprinted for security purposes.**

Have you ever abused or molested a child? Yes No

Would you be a positive role model to a child? Yes No

If you have a car, can you provide proof of liability car insurance? Yes No

Please describe past and current patterns of drug and alcohol use:

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Why do you want to become a Mentor? \_\_\_\_\_

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What qualities do you have that will help mentor a child? \_\_\_\_\_

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Who was a mentor for you as a child? What about that person helped you? \_\_\_\_\_

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Family History - Please write about your relationships with your parent(s), siblings and significant others, both past and present. Please include how your parent(s) and/or guardian(s) disciplined you.

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What are some of your interests and hobbies (things you would like to do with your mentee)? \_\_\_\_\_

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How do you find fulfillment, maintain your equilibrium, and replenish your energy? \_\_\_\_\_

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Why do you think children act out or get in trouble? \_\_\_\_\_

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Who is your best friend and how would you describe your relationship? \_\_\_\_\_

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Do you have a preference as to the age, gender or ethnicity of the child you will be working with? \_\_\_\_\_

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Congratulations! You've just finished the first step toward becoming a mentor. Next steps include: attending the Building Futures training class, being fingerprinted, driving record clearance and reference checks, participating in a post-training interview and, finally, getting matched with a child. Building Futures reserves the right to terminate a volunteer at any time without supplying a reason. We look forward to meeting you.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**