



# Marshfield Area YMCA Volunteer Application

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410 West McMillan Street, Marshfield, WI 54449

Phone: 715-387-4900

Fax: 715-384-7085

[www.mfldymca.org](http://www.mfldymca.org)

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Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of kids, families, and adults who live in the Marshfield area.

At the YMCA, we know that your time and talents are precious, and we want every minute that you spend with us to be worthwhile. That is why we're asking you to take a few minutes to fill out this application. It will help us begin to make the right match between your skills and interests and the opportunities available.

You will find questions on this form about your background, former residences, places of employment, and so on. We hope you will understand that unfortunately there are a few people who apply for volunteer jobs at the YMCA for the wrong reasons. The YMCA, however, makes an active effort to prevent abuse. So, even through we may know you well, we reserve the right to conduct appropriate background and reference checks on all volunteers based on position and duties. It's just one of the many ways that we help protect children and other vulnerable people served by the YMCA.

Thanks for your cooperation in this effort and your interest in the YMCA. If you have any questions about this or any part of our application process, please contact the YMCA at 387-4900.



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General Information

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

Address \_\_\_\_\_

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

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

How long have you been at this address? \_\_\_\_\_ Social Security Number \_\_\_\_\_

Are you a member of the YMCA? \_\_\_\_ Yes \_\_\_\_ No

Names of relatives employed by the Marshfield Area YMCA and their relationship to you? \_\_\_\_\_

Have you previously applied for employment here? \_\_\_\_ Yes \_\_\_\_ No If Yes, When? \_\_\_\_\_

Have you previously been employed by this YMCA? \_\_\_\_ Yes \_\_\_\_ No If Yes, When? \_\_\_\_\_

Have you ever pleaded guilty to or been convicted of a crime excluding minor traffic violations?

\_\_\_\_ Yes \_\_\_\_ No If yes, give dates and circumstances \_\_\_\_\_

Is additional information regarding change in name identification required to check your work, education, or other background? \_\_\_\_ Yes \_\_\_\_ No If yes, what name \_\_\_\_\_

References

Please list three people besides relatives and employers whom you have known for at least two years and know you well enough to provide us with a reference.

Name	1.	2.	3.
Relationship			
Company/School			
Address			
Phone			
How long have you known them?			



**Employment/Volunteer History**

Please list your last three employers/organization starting with the most recent.

Organization _____	Dates _____
Address _____	Phone _____
Supervisor _____	Position _____
Briefly describe duties _____	
_____	
Organization _____	Dates _____
Address _____	Phone _____
Supervisor _____	Position _____
Briefly describe duties _____	
_____	
Organization _____	Dates _____
Address _____	Phone _____
Supervisor _____	Position _____
Briefly describe duties _____	
_____	

**Residences**

Please list your last two addresses (excluding your current address) starting with the most recent.

_____	_____	_____	_____
Street Address	City	State/Zip	Dates of residence
_____	_____	_____	_____
Street Address	City	State/Zip	Dates of residence

**Education and Special Training** (formal education is not required to volunteer)

Name/Location of Institution	Course of Study/Major	Degree/Diploma



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How did you learn about the volunteer opportunities at the YMCA? \_\_\_\_\_

Why would you like to volunteer? \_\_\_\_\_

Are there any particular skills, talents, or interests you would enjoy sharing (i.e. clerical work, data entry, referee)? \_\_\_\_\_

What skills, talents, and interests would you like to develop or learn more about? \_\_\_\_\_

I'd be most interested in (mark all that you like - they're not necessarily exclusive)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Aquatics             | <input type="checkbox"/> Buildings/Grounds Work | <input type="checkbox"/> Office Support Work |
| <input type="checkbox"/> Child Care           | <input type="checkbox"/> Youth Recreation       | <input type="checkbox"/> Youth Sports        |
| <input type="checkbox"/> Fundraising          | <input type="checkbox"/> Health & Fitness       | <input type="checkbox"/> Youth in Government |
| <input type="checkbox"/> Older Adult Programs | <input type="checkbox"/> Membership Services    | <input type="checkbox"/> Special Events      |
| <input type="checkbox"/> Teen Leaders         | <input type="checkbox"/> Other _____            | <input type="checkbox"/> Other _____         |

The types of commitment I have in mind is (mark all that you'd like)

- |   |  |
|---|--|
| <input type="checkbox"/> Ongoing volunteer work               | <input type="checkbox"/> Short-term projects               |
| <input type="checkbox"/> Volunteering with my whole family    | <input type="checkbox"/> Volunteering as a part of a group |
| <input type="checkbox"/> Volunteer work with I can do at home |  |

Availability (please check times available)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Mornings							
Afternoons							
Evenings							

I certify that all statements made by me on this application are true to the best of my knowledge and that I have withheld nothing that would, if disclosed affect this application unfavorably. I understand and agree that any misrepresentation or omission of facts would exclude my being considered for volunteer service or, after my service begins, may be cause for termination.

I do hereby proclaim that I have never been convicted of or reported for abuse, neglect, sexual assault, or a related charge, against a child as defined in the Wisconsin Statute. Furthermore, I am aware of the Wisconsin Statute which states that intentionally/willfully placing a child in a position of danger when intent to commit to harm to said child or placing child in a position of mistrust to include any sexual misconduct with a child, is punishable by law. I also understand that the Administrative staff of the YMCA is required to report any such misconduct to the proper authorities. Such misconduct will be grounds for immediate suspension and possible prosecution and termination.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent or Guardian if under 18 \_\_\_\_\_



Marshfield Area YMCA - Employee and Volunteer Child Abuse Prevention Code of Conduct

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|--|---|
| <ol style="list-style-type: none"> <li>1. In order to protect YMCA staff, volunteers, and program participants – at no time during a YMCA program may staff/volunteer be alone with a single child where they cannot be observed by others. As staff/volunteer supervise children, they should space themselves in a way that other staff/volunteer can see them.</li> <li>2. Staff/volunteer shall never leave a child unsupervised.</li> <li>3. Restroom supervision: Staff/volunteer will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Staff/volunteer will stand in the doorway while children are using the restroom. This policy allows privacy for the children and protection for the staff/volunteer (not being alone with a child). If staff/volunteer 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/volunteer.</li> <li>4. Staff/volunteer should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, staff/volunteer should be positioned so that they are visible to others.</li> <li>5. Staff/volunteer 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> Any type of abuse will not be tolerated and may be cause for immediate dismissal/removal from volunteer duties </li> <li>6. Staff/volunteer must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism. Staff/volunteer 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/volunteer 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/volunteer respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture.</li> </ol> | <ol style="list-style-type: none"> <li>9. Staff/volunteer 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> <li>10. Staff/volunteer will refrain from intimate displays of affection towards others in the presence of children, parents, and staff/volunteer.</li> <li>11. While the YMCA does not discriminate against an individual's lifestyle, it does require that in the performance of their job or volunteer duties they will abide by the standards of conduct set forth by the YMCA.</li> <li>12. Staff/volunteer must appear clean, neat, and appropriately attired.</li> <li>13. Using, possessing, or being under the influence of alcohol or illegal drugs during working or volunteer hours is prohibited.</li> <li>14. Smoking or use of tobacco in the presence of children or parents during working or volunteer hours and/or on Stevens Point Area YMCA premises 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/volunteer 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/volunteer will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.</li> <li>18. Staff/volunteer 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/volunteer are not to transport children in their own vehicles.</li> <li>20. Staff/volunteer may not date program participants under the age of 18 years of age.</li> <li>21. Under no circumstance should staff/volunteer 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/volunteer 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> <li>23. Staff/volunteer will act in a caring, honest, respectful and responsible manner.</li> </ol> |
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I understand that any violation of this Code of Conduct may result in termination/discontinuation of volunteer duties.

Employee/Volunteer Signature

Employer/Director Signature

Date