



Volunteer Application

Date _____
Received _____

Personal Information

Name _____ DOB _____ Over 18: Yes No Sex: Male Female Other

Address _____
Street City State Zip

Email _____ Phone _____

Emergency Contact _____ Phone _____
Name Relationship

Background Experience (paid or volunteer)

Job Title	Activities/Responsibilities	Date (to-from)	Name & Phone of Organization/Company
		-	
		-	
		-	
		-	

References: Please list *three people* who are not relatives who could attest to your abilities.

Name	Address	Phone Number or Email	Relationship/ Years Acquainted

Opportunities: What skills or interests would you like to share?

Program		✓	Special Events		✓	Facility		✓
Aquatics	Court Sports		Tri-for-the-Y		Committee member	Cleaning		
Fitness	Referees		Kids to Camp Golf Outing		Administrative	Electrical		
Child Care			Healthy Kids Day		Marketing	Plumbing		
After School			Family Fun Nights		Social Media	Construction		
Youth Sports			Santa 5K		Fundraising			
Outdoor Ed								

Personal Background Checks: The YMCA may conduct background and other investigations from public and/or private information regarding any part of my personal background. I will keep the YMCA informed as to each and any change in any of the foregoing information, without the need for any request on the part of the YMCA

Public Relations Agreement: The YMCA of Ithaca & Tompkins County reserves the right to use your name and/or photograph/video for public relation and marketing purposes and recognition for all YMCA employee and volunteer positions

Hold Harmless Agreement: I, as a volunteer at the YMCA of Ithaca & Tompkins County and any of its program sites, shall hold harmless and defend the YMCA of Ithaca & Tompkins County and its officers, employees, agents, and elected officials for any inquiry or death to you or damage to your property arising out of activities herein, with the exception of negligence, on the part of the YMCA.

Expectations of Volunteers

Member services: The Y is committed to the character development process and its mission. You have been selected because you believe and represent the Y's values enough to demonstrate them in your competence, attitude, words, and behavior. Periodic training and evaluations will assist you with this effort as well.

Dress code and appearance: Dress and appearance should always be neat, clean, professional, and appropriate. Appropriate implies clothes that do not incorporate swear words or improper comments or sayings; clothing is modest and suitable for the department you work in, as outlined by supervisor or Volunteer Coordinator.

Phone Usage: Cell phones must not be used while on duty. When you are off-duty, you must observe the posted cell phone usage policy; usage is allowed in the front hallway and lobby only.

YMCA phones are intended for business use only; emergencies and supervisor-approved calls are exceptions.

Personal training/Swim Coaching: The current policy states that only Ithaca Y employees may instruct or lead members in strength training, fitness, sports, or swimming programs. Employees/volunteers may not receive additional personal compensation from members as tips or perform personal instruction outside of prepared Y programming utilizing our YMCA facility (pool, exercise equipment) to monetarily benefit. Instruction in department areas is conducted for only those who are registered in the corresponding programs or classes and for those who have an appointment with a fitness instructor or swimming instructor.

Eating: Volunteers should not eat at their work stations. During allotted break times, you should eat in the areas designated by the Y. (conference room or wellness center when not otherwise in use)

Reading: Volunteers will not read at work, unless it is Y-related, supervisor-specified material, or supervisor mandated reading that is easily interrupted, with full awareness of members in their area.

Alcohol and Drug Usage: Volunteers operating under the influence of alcoholic beverages and/or illegal drugs, and/or the usage of such while on premises of the YMCA, is prohibited. If a volunteer is functioning in a manner that is unusual, or is acting erratic in any way, the employer has the justification and responsibility to question the volunteer, in order to ascertain the possibility that the volunteer is under the influence of alcohol or drugs. If the determination is made that this policy has been violated the volunteer will be placed under disciplinary leave of absence immediately. If corrective action is not taken by the volunteer and conduct does not improve the volunteer will lose their position with the YMCA, due to the inability to fulfill the tasks for which they were brought on.

Volunteer Code of Conduct

As a volunteer of the YMCA of Ithaca & Tompkins County, you are asked to conduct yourself in a manner that exhibits honesty, caring, respect, and responsibility. Please adhere to the following while representing yourself as a volunteer:

- I will understand the Y cause and commitment to community.
- I will identify myself as a Y volunteer by wearing a Y shirt and/or name tag, and introducing myself to the membership.
- I will be competent in conducting my duties as described in my job description,
- I will not use language or other communications that may be offensive to others, as detailed in the personnel policy.
- I will embrace and practice the Y characteristics.
- I will respect the areas that I use for programs and maintain their proper condition.
- I will not disparage or defame the Y as an organization or any of its employees or volunteers

I have read and understand all of the foregoing. I affirm that all of the foregoing is true, accurate and complete.

Print: _____ Signature: _____ Date: _____

If volunteer is under 18 years of age a parent or guardian must sign:

Print: _____ Signature: _____ Date: _____