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# The Family YMCA of Fayette County Volunteer Handbook

**Our Mission: To put Christian principles into practice through programs that build healthy spirit, mind and body for all.**



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**Dear Prospective YMCA Volunteer:**

**Thank you for committing your time and special talents to the Family YMCA of Fayette County. At the Y, we believe that when people come together for a common cause, the whole community is strengthened. When you become a volunteer, you have the opportunity to share your blessings with those who need it most. Whether you mentor a student on the verge of dropping out, coach a team to their personal best or become a friend to an isolated senior, your time and talent changes lives. When you help a neighbor, you make a difference in their life...and yours.**

**The Family YMCA of Fayette County is an association of members who come together with a common understanding of the YMCA mission and a common commitment to the YMCA's vision of building strong kids, strong families and strong communities. Whatever the facility, whatever the program, what doesn't change are the people. Each YMCA is different, reflecting the needs of its Y community. What every YMCA has in common is a dedicated group of people: volunteers, staff, members and donors, all of whom are committed to our mission. It is the people of the YMCA who build strong kids, strong families, and strong communities- and YOU can help!**

**Thank you for helping the Family YMCA of Fayette County to achieve excellence in all of our undertakings, and to put clear Christian principles into practice through programs and daily occurrences that build healthy spirit, mind, and body for all. We hope you enjoy your time at the YMCA and be assured that you are valuable to the YMCA and greatly appreciated by staff and members.**

**For more information about the volunteer program at the Family YMCA of Fayette County please contact one of our directors or any front desk membership representative.**

**Sincerely,**

**Family YMCA of Fayette County**



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## Welcome to the YMCA

Welcome to the Family YMCA of Fayette County. We're glad you are volunteering with us! We've designed this handbook to provide you and other volunteers with a general source of information about the Family YMCA of Fayette County.

## About the YMCA

### 2.1 Mission

The YMCA is a worldwide organization that is committed to providing programs that help members and participants develop spirit, mind, and body.

**Our Mission:** To put Christian principles into practice through programs that build healthy spirit, mind and body for all.

### 2.2 YMCA Values

Character development is integral to all YMCA programs. We are guided by our five core values of caring, honesty, respect, responsibility, and faith. In child care, the gym, at sports camp and at the membership desk! We strive to develop character values in ourselves, our members and participants. We believe strongly in our mission to promote and model these character-building values in all that we do.

### 2.3 YMCA History

The YMCA was founded in London England, in 1844, as the Young Men's Christian Association, to help people develop character in their daily lives. The movement spread quickly and reached the United States by 1851. **What is some history of our YMCA that I could incorporate into this?**

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After World War I women and girls became an active part of the YMCA movement. In the 1960s and 1970s, families became a major focus. Today, more than half of all YMCA members and staff members are women and girls. Simply put, the YMCA is a place where all are welcomed and strong values prevail. Today, YMCAs are alive and well in more than 140 countries across the globe.

## Volunteering

Because the Family YMCA of Fayette County strives to provide a safe environment for children and youth, the YMCA will require volunteers 18 and older who assist with children under the age of 18 to authorize a background check.

### 3.1 Volunteerism

Volunteers are the backbone of the YMCA. Volunteers not only founded the YMCA, but also operated it in its entirety in the early days. The involvement today of thousands of talented, committed individuals greatly extends the range, quality and variety of YMCA programs. The YMCA defines a "volunteer" as anyone who, without financial compensation or expectation of compensation beyond reimbursement of out-of-pocket expenses, performs a task at the direction of and on behalf of the YMCA of Greater Charlotte.

We do want you to know that during your volunteer work with the YMCA, any photos taken of you may be used in future promotional materials.

### 3.2 Age Restrictions

#### Child Aged Volunteers:

-Program Volunteers under the age of 11 years old must complete all volunteer responsibilities while under supervision of a parent or legal guardian.

#### Teenage Volunteers:

-Program Volunteers between ages of 12 years and 17 years must complete all volunteer responsibilities while under the supervision of a YMCA staff person and may not serve in a volunteer capacity for more than 4 hours in one day without a valid workers permit



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### **Adult-Aged Volunteers:**

**-Program Volunteers 18 years of age and older must complete volunteer responsibilities during which children are present under the supervision of a YMCA staff member.**

### **3.3 Volunteer Records**

**In order to keep your volunteer records current, you should notify a YMCA director of changes to your name, address, phone number, email address, or emergency contact information.**

### **3.4 Benefits**

**The YMCA does not provide insurance and related benefits to volunteers. As an example, there are no insurance plans for volunteers, including no medical, accident, dental, workers compensation, disability, or other coverage. The YMCA does not offer free memberships to volunteers. Volunteers may not trade their time for free or reduced cost in program participation.**

**Financial Assistance is available for those who may find it difficult to pay the standard membership and program fees, this provides subsidies based on income and individual needs. Applications are available at the membership desk.**

### **3.5 Use of Supplies and Equipment**

**YMCA supplies and equipment, including copy machines and postage meters, are for YMCA business use only. Equipment and supplies purchased by, or donated, to the YMCA belong to the YMCA, and not to individuals.**

### **3.6 Security of personal belongings**

**We encourage you to lock valuable personal belongings in a locker or in the trunk of your vehicle during your time of volunteer service at the YMCA. We are not responsible for lost or stolen items.**

### **3.7 Dress Code**

**Dress code for volunteers varies for each YMCA branch and from department to department within a branch. Please make sure that you are aware of the volunteer dress code in the department for which you are volunteering. If you have any questions concerning dress code, please contact a director or front desk representative.**



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### **3.8 Tracking of Volunteer hours of service**

In order for us to have an accurate record of your volunteer time of service, we ask that you sign in and out each time you volunteer. Check with a Director or front desk representative to be sure your hours get recorded.

## **Safety**

### **4.1 Safety and Health Rules**

Volunteers are to observe all safety and health rules and use care to prevent accidents. The following list is not inclusive:

- Observe all hazard warning and no smoking signs.
- Use all safety equipment required for your assignment, including wearing appropriate personal protective equipment for eyes, face, head, hands, and other extremities.
- Know the location of fire/safety exits and evacuation procedures.
- Keep all aisles, walkways, working areas, and emergency equipment free of obstacles
- Refrain from running, fighting, horseplay, or distracting others.
- Please report any unsafe items to the closest YMCA staff person immediately.

### **4.2 Blood borne Pathogens**

The YMCA subscribes to the concept of “universal precautions,” which means that all human blood or other body fluids must be treated as if they were contagious. Universal precautions mean that you are expected to use certain procedures and to use personal protective equipment when necessary. Dependant on the length of time you are volunteering for, you may or may not have to attend these training courses.

### **4.3 Child Abuse Prevention Guidelines**

A principle endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Thus, the mistreatment or neglect of children, and the resulting severe affects, is of primary concern to the YMCA. Child abuse is mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse can lead to severe emotional, physical, and behavioral problems. Because of our concern for the welfare of children, the YMCA has developed policies, procedures and training to aid in the detection and prevention of child abuse. All volunteers 18 and older who are involved in areas that allow them regular access to children under the age of 18 must undergo a criminal and sexual offender’s background check. Volunteers are required to read and sign all policies



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related to identifying, reporting, and documenting child abuse. Some of the guidelines you are expected to follow are:

- At all times avoid being alone with a single child where staff or other adults cannot observe you.
- Dating a program participant under age 18 is not allowed.
- Children may not be disciplined by use of physical punishment or by failing to provide necessity of care.
- Verbally, physically, sexually, or emotionally abusing or punishing children is not permitted.
- Children may be informed in a manner that is age- appropriate to the group of their right to set their own "touching" limits.
- Children should be released only to authorized persons. Volunteers will not be responsible for the release of children, only to keep watch for anything out of the ordinary.
- Any information regarding abuse or potential abuse should be documented in writing.
- At the first reasonable cause to believe that child abuse exists, it must be reported to your YMCA supervisor or branch executive.
- In the event that the YMCA has reason to believe that a volunteer abused a child, his or her conduct will be reported to the appropriate authorities, and the volunteer's YMCA involvement will be immediately terminated.

To avoid being suspected of abuse, please observe the following guidelines:

- Staff will follow the "rule of three" in taking children to the bathrooms, locker rooms, and shower areas.
- If a child is injured and requires first aid, he/she will be examined by at least 2 adults.
- Children may not be touched in areas of their bodies that would be covered by swimming suits.
- Program volunteers should be alert to the physical and emotional state of all children each time they report for a program and indicate in writing any signs of injury or suspected abuse.

## Volunteer Code of Conduct

### 5.1 Misconduct

Volunteers are expected to behave in a manner that is consistent with the YMCA mission, values and goals. The YMCA does not tolerate misconduct.



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Some examples of misconduct include, but are not limited to:

- Discriminatory behavior or harassment.
- Child abuse, molestation, or indecent exposure.
- Failure to report arrest or criminal conviction.
- Mistreatment or neglect of members, guests or YMCA participants.
- Falsification of any YMCA records.
- Theft of or willful damage to YMCA property or to the property of others.
- Dishonesty in any form.
- Abusive or profane language.
- Fighting or threatening to harm another person.
- Possession of a weapon.
- Being under the influence of drugs or alcohol on YMCA property or while representing the YMCA as a volunteer.
- Possessing, distributing or manufacturing controlled substances.
- Horseplay, unsafe or dangerous behavior.
- Violation of any stated rules or commonly accepted rules of responsible personal conduct.
- Conduct that does not support the stated purpose of the YMCA.
- Volunteers will refrain from intimate displays of affection towards others in the presence of children, parents, and other volunteers.
- Volunteers must appear clean, neat, and appropriately attired.
- Volunteers are not to transport children in their own vehicle.
- Volunteers will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact and maturity.
- Volunteers are discouraged from being alone with children they meet in YMCA programs outside of the YMCA. This includes babysitting, sleepovers, and inviting children to your home.

## 5.2 YMCA Information

Information regarding membership lists, participation fees, donors, financial aid, planning, medical conditions and other information is confidential and should be kept within the YMCA, and should be shared within the YMCA only with those who have a legitimate need to know, as determined by management.

## 5.3 Alcohol and Drugs

The YMCA is committed to maintaining an alcohol and drug- free environment. This is particularly important since many volunteers are responsible for the safety and welfare of children and youth. Therefore, the YMCA prohibits the use, sale, manufacture or possession of alcohol or drugs (except those properly prescribed by a physician and used in accordance with the physician's instructions) by any volunteer while volunteering for the YMCA, and/or while in any YMCA facility.



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## Volunteer Rights and Responsibilities

### 6.1 Volunteer Rights

- To be treated as a partner and friend.
- To have a meaningful assignment with consideration for your individual interests, skills and life experiences.
- To be kept in the know about YMCA programs, policies, and people through frequent communications that may include conversations, meeting, memos, emails and newsletters.
- To receive thoughtfully planned and effectively presented orientation and training for your volunteer position.
- To continued education and training, including information about new developments and training for greater responsibility.
- To receive sound guidance and direction by someone who is experienced, well informed, patient and thoughtful and has time to invest in you as a volunteer.
- To be assured of accurate record keeping that includes hours of service, recognition received, and contributions and accomplishments.
- To be treated respectfully and to be given equal consideration for all volunteer assignments, regardless of age, income, disability, sex, background, or religion.
- To being offered a variety of experiences through promotions and or 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.
- To be recognized in the form of promotion, awards, and simple day to day expressions of appreciation.
- To receive respect from YMCA Staff
- To enjoy a work environment that is energetic and conducive to work and fun.

### 6.2 Volunteer Responsibilities

- To have a heart in the interest of the kids, families, and communities the YMCA serves.
- To understand the YMCA mission and goals.
- To abide by the commitment that you make.
- To speak up, ask questions, and share ideas.

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- To accept supervision, knowing that everyone is accountable to someone.
- To offer criticism constructively, seeking to understand before judging.
- To continue to grow and learn more about your volunteer task, the YMCA, and the YMCA way.
- To treat 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 be a voice for the YMCA in your community and a voice for your community in the YMCA.
- To seek joy in your volunteer service. Having fun is an essential part of volunteering at the YMCA.

## Volunteer Training

### 7.1 Screening and Training Programs

Each new program, administrative and support volunteer are required to complete a YMCA background screening on an annual basis and volunteer orientation prior beginning their volunteer service with the YMCA. Volunteers assisting within the branch or branch programs 18 and older are required to complete and submit a background screening on a yearly basis, due to the nature of their involvement.

Many YMCA trainings, such as Child Abuse Prevention training, are required for volunteers, provided they are volunteering within the branch or a branch program or deemed necessary by the volunteer manager as necessary to the volunteers' YMCA responsibilities. Dependent on the length of time you are volunteering for, you may or may not be required to attend these certifications, please see one of our directors or front desk representatives for clarification.



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## 8.1 Volunteer Application

Name:

First \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Home Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_

Cell Number: \_\_\_\_\_

Home Number: \_\_\_\_\_

Mobile Carrier:  AT&T  Verizon  Sprint  Other  
\_\_\_\_\_

Birthday: \_\_\_\_/\_\_\_\_/\_\_\_\_

E-mail Address: \_\_\_\_\_

Volunteer Position: Greeter Coach Special Event Committee  
(circle all the apply)  
Special Project Gym Monitor Fund Raising

Before allowing anyone to coach YMCA programs we review the Illinois Sex Offenders Register.  
Do you give the Family YMCA of Fayette County consent to conduct a back ground check?  
 Yes or  No Please provide your Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

The Family YMCA of Fayette County's mission statement is: "To put Christian principles into practice through programs that build a healthy spirit, mind and body for all."

Our goals: "We build strong kids, strong families and strong communities."

Our four core values are: Caring, Honesty, Respect and Responsibility

Our volunteers are expected to uphold our mission, goals and core values. It is also very important to the YMCA that the kids come first. We require that our volunteers be advocates for the YMCA and to help where they can to discourage negative behavior towards our organization.

I, \_\_\_\_\_ have read, understand and agree to the above volunteering requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **8.2 YMCA's Volunteer Opportunities/Needs:**

**The YMCA enjoys participation from our members in more ways than just fitness & playing sports, here's how you can help.**

- 1. Work Front Desk as a Greeter of Members during prime YMCA Hours. (4-8pm)**
- 2. Be a Coach of YMCA Youth Sports**
- 3. Be involved in the planning and executing of Special YMCA events:**
  - a. Healthy Kids Day (April of each year)**
  - b. 5K Runs (DeeDee Hartz Memorial Run –July of each year)**
  - c. Parents Night Out**
  - d. 5-4-3-2-1 Go!**
- 4. Be involved in Committee Meetings:**
  - a. Membership**
  - b. Program**
  - c. Ways & Means**
  - d. Building**
- 5. Help us with Special Maintenance Project: (examples- painting, tree trimming, etc.)**
- 6. Help keep Children and Adults safe as a Gym Monitor during prime YMCA Hours (3-8pm)**
- 7. Help with Fund Raising:**
  - a. Strong Kids Campaign**
  - b. Golf Scramble**
  - c. Free Throw-A-Thon**
  - d. Grand Raffle**
  - e. Fitness Projects**
  - f. Maintenance & Expansion Projects**



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### 8.3 YMCA Fundraising Events:

#### **Grand Raffle: (Held in March)**

The YMCA Annual Grand Raffle is a reverse raffle in which we only sell 225 tickets with grand prize winnings of \$10,000.00 (see below for ticket breakdown). The final 10 ticketholders can decide to split the \$10,000 grand prize, each receiving \$1,000. The Raffle includes Dinner, Games and an Auction for its ticketholders.

#### **RAFFLE SPLIT INFORMATION – RAFFLE DRAWING WILL BE AS FOLLOWS**

1ST TICKET DRAWN	\$150.00
25TH TICKET DRAWN	\$25.00
50TH TICKET DRAWN	\$50.00
75TH TICKET DRAWN	\$75.00
100TH TICKET DRAWN	\$100.00
125TH TICKET DRAWN	\$125.00
150TH TICKET DRAWN	\$150.00
175TH TICKET DRAWN	\$175.00
200TH TICKET DRAWN	\$200.00

#### **Golf Scramble: (Held in June)**

The YMCA Annual Golf Scramble is a 4 Player Scramble with a shotgun start. There are 2 different tee times of 8:00 AM which is limited to 14 teams and 12:00 PM which is also limited to 14 teams. The cost is \$200 for a 4-person team which includes 18 holes of golf with a cart, lunch and the opportunity support to your local Family YMCA. Prizes are awarded for 1st, 2nd, & 3rd place team scores; along with Longest Putt, Closest to the Pin, and Longest Drive.

#### **Free Throw-A-Thon: (Held in October)**

The YMCA Free Throw-A-Thon is a fundraising event that benefits the YMCA and other non-profit organizations, by getting pledges for shooting free throws. Participants will shoot 100 free throws that will be recorded.

During September we will give out pledge sheets for participants to solicit pledges. The event will be October. We will be open around the clock to allow teams to select times that work the best for their organization. We will only accept the first 32 teams. Each team will select an hour to come in and shoot free throws. Teams will consist of up to 10 shooters. Everyone is welcome and encouraged to stay and cheer the other teams on. Unlike other fund raisers where ½ of the money goes to pay for the item you are selling, 100% of the money is shared 60% (your organization)/40% (YMCA) under \$1,000 total raised and 70% (your organization)/30% (YMCA) for organizations raising \$1000 or more.



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### **Strong Kids Campaign (Held in December, but this is an ongoing fundraiser)**

The Strong Kid's Campaign funds scholarships for memberships and programs at the YMCA. In 2013 we awarded \$20,000 in scholarships to youth and families that financially qualified. Scholarships are awarded using a sliding discount scale based on household income and number of dependents. 100% of these funds stay in Fayette County.

Please help the Family YMCA of Fayette County continue this valuable program with any tax deductible donation.

### **8.4 On-Going Classes at the YMCA**

All Classes are included in your membership fees, except Karate which is a reduced fee for members but still has a monthly cost of \$20.00.

- **Walking Club: Mon– Fri 8:00 – 10:00am**
- **Zumba Gold: Tues - 8-9am (on break in December)**  
**Lead by Lynn Sefton**
- **AM Recess w/the Girls:**  
**Mon., Wed. & Thurs.- 8:15-9:15am**  
**Lead by Jennifer Ellis**
- **AM Burnin' it with Ben: Fri.- 8:15-9:15am**  
**Lead by Ben Frazier**
- **Pick-up Volleyball: Tues. & Thurs. -10-11am**
- **Aerobics: Monday- 5-6pm**  
**Lead by Lynn Sefton**
- **Aerobics/ Zumba: Wednesday- 5-6pm**  
**Lead by Lynn Sefton**
- **Step-Aerobics: Thursday- 5-6pm (on break in December)**  
**Lead by Lynn Sefton**
- **Kickboxing: Wednesday-5:35-6:35pm**  
**Lead by Jessie West**
- **Move it or Lose it: (Ages 55 +)**  
**Tuesday & Thursday 5-6pm**  
**Lead by Ben Frazier**



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**Continued...**

- **Burnin' it with Ben: Mon. & Wed.- 6-7pm**  
**Lead by Ben Frazier**
  
- **Karate: Tues. & Thurs.- 5:00pm - 9:00pm**
  - \* **5-6pm: Advanced Beginners**
  - \* **6-7pm: Beginning Kids**
  - \* **7-8pm: Intermediate Kids**
  - \* **8-9pm: Adults****Sat.- 9:00am to 12:00pm**
  - \* **9-10am: Adults**
  - \* **10-11am: Demo Practice**
  - \* **11am-12pm: Kids****Taught by Derrick Jones**