



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## APPLICATION FOR VOLUNTEERING

PAT JONES YMCA • YOUR DOWNTOWN YMCA • CHILD CARE BRANCH • CAMP WAKONDA • CASSVILLE YMCA • MONETT

AREA YMCA • DALLAS COUNTY AREA YMCA • LEBANON FAMILY YMCA • OZARK MOUNTAIN FAMILY YMCA •

Prospective employees will receive consideration without discrimination due to race, creed, gender, age, national origin, handicap or veteran status.

PERSONAL

Last Name	First	Middle	Today's Date
Address			Home or Cell Phone
City, State, Zip			Email
Have you ever been employed with us? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, when? Which Position?			Social Security Number
For which position are you applying?			Are you 16 years or older? <input type="checkbox"/> Yes <input type="checkbox"/> No
Work availability: <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary <input type="checkbox"/> Summer			What date could you start?
Certification or training for position:			
Shift availability: Sunday Monday Tuesday Wednesday Thursday Friday Saturday			

EDUCATION

School	School Name	City, State	Course	# years completed	Did you graduate?
High School					
College(s)					
Other					

REFERENCES

Please list one relative		
Name	Phone Number	Relationship (friend, former employer, etc.)
Emergency Contact Name	Emergency Contact Phone Number	Emergency Contact Relationship

**EMPLOYMENT EXPERIENCE**

Please begin with current or most recent job	
Company Name	Telephone
Name of Supervisor	Employment Dates From _____ To _____
Job title and description of work	
Reason for leaving	
Company Name	Telephone
Name of Supervisor	Employment Dates From _____ To _____
Job title and description of work	
Reason for leaving	
May we contact your current employer? If no, why?	

**VOLUNTEER EXPERIENCE**

Please begin with current or most recent volunteer experience	
Company Name	Telephone
Name of Supervisor	Volunteer Dates From _____ To _____
Description of work	
Company Name	Telephone
Name of Supervisor	Volunteer Dates From _____ To _____
Description of work	

**SIGNATURE**

The YMCA has a zero tolerance standard for abuse and inappropriate behavior by staff members.	
The information you have provided in this application for employment is true, correct and complete. If employed, any misstatement or omission of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.	
Date: _____ Signature _____	

## **We Require a State-required Background Check completed due to our child-care license.**

- a. Register and pay (\$14.50) for the Family Care Safety Registry at <https://webapp02.dhss.mo.gov/bsees/Main.aspx?sk=SK351830697>.
  - i. Click on the tab Registration & option Register Online
  - ii. Click on the tab Is A Person Registered. Enter SSN and security text and click Search. If Found in System, you are finished.
  - iii. IF Not in System, click Continue and complete entire page following the instructions and pay online.
  - iv. For Employer: Enter Ozark Regional YMCA
  - v. Record your Tracking Number and watch for an Encrypted Email from [BSR@health.mo.gov](mailto:BSR@health.mo.gov).
- vi. Unlock your Results in the Email and immediately Forward them to your supervisor.

## **We Require successful completion of Preventing Child Abuse Training Video**

You will receive a "Required Trainings" Email from WBMI [system@in2vate.com](mailto:system@in2vate.com) West Bend Mutual Insurance.

Your LOGIN ID for the site will be the Email Address that you provided, and your Temporary Password will be ORYMCA2021.

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

<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 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>Any type of abuse will not be tolerated and may be cause for immediate dismissal.</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.</li></ol>	<ol style="list-style-type: none"><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><li>10. Staff 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. 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 are not to transport children in their own vehicles.</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 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.

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Volunteer Signature

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Supervisor Signature

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Date

## **MANDATORY REPORTER**

1. All staff and volunteers must follow state of Missouri mandatory reporting requirements at the first report or probable cause to believe that child abuse has occurred, whether during or outside Y programming. Staff and volunteers should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicious of mistreatment and abuse. Staff will:
  - a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
  - b. Know and follow organizational policies and procedures that protect youths against abuse.
  - c. Report suspected child abuse or neglect to the appropriate authorities, as required by state mandated reporter laws. For further explanation, please refer to the Child Abuse Reporter Policy.
  - d. Follow up to ensure that appropriate action has been taken.
2. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults or youths to center leadership or by calling Praesidium's, a child abuse prevention organization we partner with, at 1-855-347-0751.
3. The Ozarks Regional YMCA cooperates fully with the authorities to investigate all cases of alleged abuse. Any Staff or Volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.
4. Staff and volunteers may not have engaged in or have been accused or convicted of youth abuse, indecency with a youth, or injury to a youth.

I have read and understand my responsibility in the policy above.

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Signature

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Date

*Please keep a copy for your records.*