



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# Be Part of Something Great!

Clinton Community YMCA Volunteer Handbook



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**FOR YOUTH DEVELOPMENT  
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Dear Clinton Community YMCA Volunteer:

We would like to take the time to say THANK YOU for offering your valuable time and attention to our volunteer program. Without volunteers, like yourself, the YMCA would incur a large deficit for its programs. Whether you choose to take time from your schedule on a consistent basis, volunteer for a specific event or time period, or purely donate monetarily, we are very appreciative.

When you become a volunteer, you are able to help others in a very special way. You can share your experiences and create positive ones for others just by simply being there. Just a few examples of ways you can volunteer include assisting with Art Programs, Parents' Night Out, Youth Sports, Bunk Ins, Swimming Lessons (1:1 Assistance), Special Events, Work Out Partners, and Facility Maintenance.

The mission of the Clinton Community YMCA is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. Our YMCA is an association of members who come together with a common understanding of this mission and a common commitment to the YMCA's vision of building stronger kids, stronger families, and a stronger community. Whatever the facility, whatever the program, what does not change are the people. Each YMCA is different, reflecting the needs of its community. What every Y has in common is a dedicated group of people: volunteers, staff, members and donors, all of whom are committed to our mission. We look forward to you being a part of this drive toward our mission.

We sincerely hope you enjoy your time at the YMCA. We want you to know your time and talents will not go unnoticed and we appreciate your willingness to come together for a common cause in our community. For more information regarding our volunteer program, please contact the Arts & Humanities Coordinator.

Sincerely,

Clinton Community YMCA

**YMCA MISSION:**

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

**YMCA STAFF**

**Rennie Cluver**, Executive Director

**Cathy Daniels**, Aquatic Director

**Gretchen Isaac**, Family, Fitness & Membership Director

**Rob DeLeon**, School Age & Sports Director

**Monikka Fuller**, Arts & Humanities Coordinator

**Pat Fought**, Facility Director

**Daniel Bugner**, Swim Team Head Coach

**2016 Clinton Community YMCA Board of Directors Officers**

*Jered Shofner* - President

*Scott Williamson* - Vice President/Incoming President (2016)

*Justin Fentress* -Treasurer

*Nate Sams* - Secretary

*Wes Graves* - Past President

**Board Members**

*Dr. Harold Allen*

*Shalen Adams*

*Nicole Dalton*

*Joe Daniels*

*Drew Goebel*

*Terry Ijams*

*Clint Lichtenwalter*

*Bryce Lynch*

*Amanda Poland*

*Randy Rice*

*Jan Trummel*

*Ryan Utterback*

## **Volunteer Information:**

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.

Because the Clinton Community YMCA strives to provide a safe and comfortable environment for all of its members and participants, we will require all volunteers who assist with children under the age of 18 to authorize a background check. **These checks will be completed on an annual basis. The background screening includes a minimum of a criminal history check, social security trace and national sex offender search.**

**Age Restrictions:** In order to volunteer at the Clinton Community YMCA you must be 18 years or older.

**Volunteer Records:** In order to keep your volunteer records current, you should notify the YMCA volunteer coordinator of changes to your name, address, phone number, email address, or emergency contact information.

**Please note: During your work with the Clinton Community YMCA, any photos taken of you may be used in future promotional materials.**

**Security and Personal Belongings:** We encourage you to lock valuable personal belongings in a locker or in your vehicle during your volunteer time at the YMCA. We are not responsible for lost or stolen items. You are able to utilize lockers in the locker rooms or hallway for your convenience. Please bring your own lock for this purpose.

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

**Unable to Volunteer:** If you are unable to make a scheduled volunteer time, please contact the YMCA volunteer department at least 2 hours prior to your scheduled time.

**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 the Arts & Humanities Coordinator or a director to be sure your hours get recorded correctly.

**YMCA Information:** Information regarding the 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.

**Insurance & Benefits:** The YMCA does not provide insurance for Volunteers. Many YMCA activities involve physical stress and exertion. As a Clinton Community YMCA Volunteer you accept all risks, liability, and responsibilities for your own health and the health of others. There are no related benefits provided—volunteers may not trade their time for free or reduced cost in program participation.

## Safety for All Volunteers:

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.

## 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. These supplies will be available as needed at the YMCA.

## 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 a 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 who are involved in areas that allow them regular access to children under the age of 18 must undergo an annual criminal and sexual offender background check. **Volunteers are required to read and sign all policies 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 should be informed, in a manner that is age-appropriate to the group, of their right to setting their own boundary/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 executive director.
- 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:

- 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:**

Volunteers are expected to behave in a manner that is consistent with the YMCA mission, values, and goals. The YMCA does not tolerate misconduct. 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. **(A volunteer is required to report an arrest or criminal conviction to the YMCA. The report should be made promptly, within 5 days of when the arrest or conviction occurred or prior to any additional volunteering, whichever comes first. The report should be made in writing to the YMCA supervisor, and include the exact charge or conviction, the location or court, and the date of the arrest or conviction. Failure to report arrests or convictions as required will be considered misconduct and ground for dismissal.)**
- Mistreatment or neglect of members, guests or YMCA participants.
- Falsification of any YCMA records.
- Abusive or profane language.
- Fighting or threatening to harm another person.
- Possession of a weapon while partaking in YMCA volunteer services, whether you are on YMCA property, in YMCA vehicles, or off-site volunteering for the YMCA at another location.
- Being under the influence of drugs or alcohol on YMCA property or while representing the YCMA.
- Possessing, distributing or manufacturing controlled substances.
- Horseplay, unsafe or dangerous behaviors.
- 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 toward others.
- Volunteers must appear clean, neat, and appropriately attired.
- Being dedicated to health and wellness; we ask that no tobacco products be used in the YMCA facility, on YMCA grounds, or during YMCA activities (including off site programs). Use of tobacco in the presence of children or parents is prohibited.
- Volunteers must be free of physical or psychological conditions that might adversely affect children's physical or mental health.
- Volunteers are not to transport children in their own vehicles.
- 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.

### **Volunteer Rights and Responsibilities**

#### **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, meetings, 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 be offered a variety of experiences through promotions and or assignments of more responsibility, through transfer of 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 warm environment that is energetic and conducive to work and fun.

### Volunteer Responsibilities:

- To have a heart in the interest of 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.
- 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.

### Communication:

#### Complaints:

If you have a complaint or problem at the YMCA, in most circumstances, the best course of actions is to discuss the matter with your volunteer supervisor at the YMCA. If the volunteer supervisor is unable to resolve the matter to your satisfaction, you should discuss the matter with the Executive Director.

#### Computer Software and Data Use:

Laws about use of software are very strict. You may not copy YMCA software, or bring a copy of software from home or another place of business and place the software on a YMCA computer.

All data stored on YMCA hardware and drives, purchased by the Clinton Community YMCA are the property of the YMCA and may not be used for personal reasons.

#### Voice Mail, Email, and Internet:

Use of data sent and stored on YMCA computer and communications systems is the property of the YMCA. These systems include telephone, facsimile, voice mail, electronic, mail, and internet systems. Messages sent, stored or printed on YMCA equipment is also the property of the YMCA. There can be no exceptions of privacy using these systems.



These systems are for business use. Examples of inappropriate use of these systems include the use of ethnic slurs, racial epithets, sexually explicit images, jokes, cartoons or anything that may be considered harassment. It is also inappropriate to use these systems for non-business information such as soliciting or proselytizing for commercial ventures, religious or political causes or other outside concerns.

**Conflict of Interest:**

Volunteers are expected to refrain from giving the impression that the personal views and positions they express regarding economic, political or religious issues are those of the YMCA.

**Volunteer Training:**

Many YMCA trainings, such as First Aide or CPR, are required for volunteers, provided they are volunteering within the Clinton Community YMCA or deemed necessary by the volunteer supervisor 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 trainings. Please see your volunteer supervisor for clarification.

**Facility Information:**

**BUILDING HOURS**

Monday - Friday	5:00 a.m. - 9:00 p.m.
Saturday	7:00 a.m. - 6:00 p.m.
Sunday	1:00 p.m. - 6:00 p.m. (except during summer months)