



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

VOLUNTEERING

Interested in being a volunteer?

WEST SEATTLE & FAUNTLEROY

Volunteers are at the heart of what we do in the YMCA. They spend thousands of hours tutoring, teaching group exercise, raising funds for financial assistance, defining YMCA policy and more. But even more than that, they spent those hours being good role models, instilling positive values, teaching leadership skills and restoring dignity to working families. Volunteers gain new skills, give back to their community, set an example for their kids, and meet lots of wonderful people. We hope you'll join them in volunteering at the YMCA.

If you are interested in becoming a volunteer, please carefully read the information and instructions that follow this page before submitting your application. The more information we get on your application, and the better you understand our processes, the sooner we can try to match you to a great volunteer opportunity.

Note – if you include your e-mail address on your application, we will automatically sign you up for a distribution list of one-time and short-term volunteer opportunities, in addition to processing your application for your area of ongoing interest.

West Seattle & Fautleroy YMCA – 2 locations to serve you!

West Seattle Location

4515 36th Ave SW
Seattle WA 98126
(206) 935-6000
FAX (206) 938-1676

Fautleroy Location

9140 California Ave SW
Seattle WA 98126
(206) 937-1000
FAX (206) 937-3812

APPLYING FOR A VOLUNTEER OPPORTUNITY AT THE WEST SEATTLE & FAUNTLEROY YMCA

Please note: a completed volunteer application is NOT a guarantee of placement in a volunteer opportunity.

Complete the blue Program Volunteer Application. Be sure to:

- list at least one position you're interested in, or a general category of interest
- list three references we can contact – NOT family or household members
- read and sign the back of the application (and get parent/guardian signature if you are under 18 years of age; also see special notes for teens, below).

Give the attached reference check forms to three work, school and/or personal references, to be completed and sent directly to the YMCA. We need to receive at least two of these back to proceed.

Submit your application to Wendy Hobson in the administrative office.

WHAT HAPPENS NEXT?

1. Your application will be forwarded to the potential supervisor based on your interest area and you'll be contacted by phone to ensure that there is a "fit" for both you and the program.
2. Before starting, you'll be required to complete a Volunteer Intake Packet, including a background check with Washington State Patrol, criminal history and orientation. This is done by appointment with Wendy Hobson. You will need to bring photo ID with you to this appointment. The appointment takes about 20 minutes.

This process takes time – thank you for your patience!

SPECIAL NOTES:

At this time, we do not have volunteer opportunities for persons age 13 and under.

COURT-ORDERED SERVICE

We do accept a few applications for court ordered community service if you have not been charged with or any history of crimes involving any sort of violence / molestation / domestic violence / threat / weapons to another person and have more than 25 hours to complete.

Our application process takes at least 2 weeks – if your deadline is close, we will not be able to help you.

Court-Ordered volunteers clean cardio machines, wash windows, dust, weed, pick up litter and clean locker rooms. They cannot volunteer in any program with children.

The YMCA of Greater Seattle does not exchange volunteer services for membership or program fees.

**SOME OF THE VOLUNTEER POSITIONS AVAILABLE (WITH DATES/TIMES)
AT THE WEST SEATTLE & FAUNTLEROY YMCA:**

Activities With Kids and/or Families (time are approximate and subject to change):

- Family Prime Time Aide (M-Th evenings, 6 - 8pm)
 - Infant/Toddler Kids Corner Aide (M - F, 8:15am - 1pm and 4pm - 8pm) **
 - Kids Gym Aide (M - F, 9 - 11:30am and 4 - 6pm; Sat 8:15am - 12:15pm)
 - Birthday Party Aide (Saturdays & Sundays 12 - 5pm)
 - Parent's Night Out Aide (2nd Sat of month, 5:30 - 10pm)
 - Family Nights Aide (1st & 3rd Friday of month, 6:00 - 8:30pm)
 - Preschool Class Aide (Concord and West Seattle onsite preschool) **
 - Youth Sports (coaching or helping coach a team, referring)
 - After-School Program Aide ** (M - F, 3 - 6pm, at Concord, Arbor Heights and West Seattle Elementary Schools)
 - Community Learning Center Assistant (M - F, 3 - 5:15pm at West Seattle & Concord Elementary Schools)
- **State licensing requires that volunteers be at least 16 years old in these programs and complete extra paperwork.*

Activities With Teens:

- Community Learning Center Assistant (M - F, 2:30 - 4:30pm, at Madison Middle School)
- Community Learning Center Assistant (M - F, 2:30-4:30 pm, at Chief Sealth & West Seattle High Schools.

In The Pool:

- Swim Lesson Instructors and Aides (varies each session)
- Aquatics Office Aide (flexible; 2 - 4 hours each week)

Health & Fitness:

- Fitness Class Aide (varies)
- Fitness Instructor (varies)
- Weight/Cardio Room Monitor/Orientation Leader (varies)
- Personal Fitness Trainer (varies)

Member Services, Administrative Offices and more:

- Service Desk Assistant (varies)
- Administrative Office Aide (very limited, usually M - F during the daytime)
- Special Event Aides - Campaign Meetings in February, Healthy Kids Day in April, and more - help with set-up, take-down, and other activities at a YMCA event!
- Partners With Youth Campaign Volunteers (raise funds to provide scholarships for YMCA programs to low-income youth & families, or families in temporary need due to economic crisis)
- International Programs - we host visiting Japanese teens and leaders each summer for 10 - 12 day stays. Call Samantha Bowes (935-6400 x111) for more information.

For more information on these or other volunteer opportunities, call Wendy Hobson at 206-935-6400, ext. 106 or whobson@seattleyymca.org



Program Volunteer Application

PERSONAL INFORMATION—Please Print Clearly			
Legal First Name		MI	Legal Last Name
I prefer to be called:			
Address		Apt	City/State Zip
Home Phone:	Alternate Phone:	Email:	I prefer to be contacted by: <input type="checkbox"/> home phone <input type="checkbox"/> alternate phone <input type="checkbox"/> email
Emergency Contact Name:		Relationship:	Phone Number:
<i>(Please list someone OUTSIDE your home—in the event of an emergency, we would automatically contact your home first, then this backup contact)</i>			
I am a YMCA Member: <input type="checkbox"/> Yes, My Branch is: _____ <input type="checkbox"/> No		My birth date (MM/DD/YEAR): _____	
I would like information about becoming a YMCA member <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If you cannot afford the full cost of a membership, please ask for a confidential Financial Assistance application</i>		<i>Birth date required. For the safety of our participants, staff and volunteers, YMCA may use to run a limited criminal history check.</i>	
Have you been convicted of, or plead guilty to, any criminal offense (other than a juvenile offense now expunged from your record) or released from prison in the last 10 years? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Have you ever been convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If Yes to either question describe in full (including location):			

STUDENT VOLUNTEERS
I am looking to fulfill a school requirement and/or will receive school credit for my service: <input type="checkbox"/> No <input type="checkbox"/> Yes, Name of School _____
This a Service-Learning experience: <input type="checkbox"/> No <input type="checkbox"/> Yes, Number of Hours needed: _____, Deadline to complete hours: _____

COMMUNITY SERVICE VOLUNTEERS
I am looking to complete Court Ordered Community Service Hours: <input type="checkbox"/> No <input type="checkbox"/> Yes, Number of Hours needed: _____, Deadline to complete hours: _____
If Yes, offense:
Parole/Probation Officer or Court Contact Name: _____ Phone: _____

RELATED BACKGROUND																
I have previously volunteered for and/or been employed by other YMCAs: <input type="checkbox"/> No <input type="checkbox"/> Yes <i>(please tell us about it)</i>																
<table border="0"> <thead> <tr> <th>1.</th> <th>YMCA:</th> <th>1.</th> <th>City, State:</th> <th>1.</th> <th>Dates Worked:</th> <th>1.</th> <th>Dates Volunteered:</th> </tr> </thead> <tbody> <tr> <td>2.</td> <td></td> <td>2.</td> <td></td> <td>2.</td> <td></td> <td>2.</td> <td></td> </tr> </tbody> </table>	1.	YMCA:	1.	City, State:	1.	Dates Worked:	1.	Dates Volunteered:	2.		2.		2.		2.	
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2.		2.		2.		2.										
My current/most recent employer: _____ Location: _____																
Position: _____ How long: _____																
My current/most recent school attended: _____ Location: _____																
My current year in school/highest level completed: _____ Date completed (or graduation date): _____																
Certifications I hold (include date of expiration):																

REFERENCES	
<i>For the safety of our participants, staff and volunteers, we complete at least 2 reference checks on every program volunteer. References may include supervisors, co-workers, faith leaders, teachers or school counselors. Please do not list relatives/household members.</i>	
1	Name: _____ Phone number: _____ Relationship to me: _____ Email: _____
2	Name: _____ Phone number: _____ Relationship to me: _____ Email: _____
3	Name: _____ Phone number: _____ Relationship to me: _____ Email: _____

VOLUNTEER ENGAGEMENT

Volunteer Position I am applying for: _____

How I heard about volunteering: Court System School Invited by the YMCA Job/Internship Fair Newspaper
 Opportunity Listing Word of mouth YMCA Website United Way Vol. Center
 Volunteer Match Other Online Source _____ Other _____**CONDITIONS OF VOLUNTEER PARTICIPATION AND RELEASE FROM LIABILITY**

The YMCA of Greater Seattle's mission is: Building a community where individuals, especially the young, are encouraged to develop their full potential in spirit, mind and body. As a volunteer, I will cooperate in the fulfillment of this mission.

Background Certification: I certify that all of the information provided on this application is true and complete. I authorize the YMCA of Greater Seattle ("YMCA") to investigate and verify any and all of the information I have submitted. Because the YMCA strives to provide a safe environment for children and youth, I understand that the YMCA may order a criminal history check, and I authorize this investigation.

Volunteer Terms: I agree to abide by the YMCA's policies, procedures and Code of Conduct. I understand the YMCA does not provide any health benefits (i.e. medical, dental, workers compensation, etc.) or any accident insurance for me as a volunteer; I understand it is my responsibility to provide this coverage. I understand that the YMCA of Greater Seattle does not provide volunteer compensation or trade volunteer services for membership or program fees.

Property Loss: I understand the YMCA is not responsible for my personal property lost, damaged or stolen while participating in YMCA volunteer activities.

Medical Treatment: I give permission for YMCA representatives to provide or arrange for emergency care for me, and to arrange for transport to an emergency center for treatment. I consent to medical treatment deemed immediately necessary or advisable by a physician if I am unable to act on my own behalf. I further understand that the YMCA is not responsible for payment for such medical treatment.

Photograph Permission: I give permission for the YMCA to use, without limitation or obligation, photographs or other media that may include my image or voice to promote or interpret YMCA programs.

Release from Liability: I understand that accidents may occur during my volunteer activities. By signing below, I release the YMCA, its agents, directors, consultants, and employees from all liability based on any damage, loss or injury, whether it is the result of ordinary negligence or otherwise, caused to me or my dependent from participation as a volunteer.

Volunteer Applicant Signature_____
Date**PARENT OR GUARDIAN — if Applicant is under 18**

Legal First Name	MI	Legal Last Name
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I am a YMCA Member: No Yes, My Branch is: _____I would like information about becoming a YMCA member Yes No*If you cannot afford the full cost of a membership, please ask for a confidential Financial Aid Application*

Address (if different from youth applicant)	Apt	City/State	Zip
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Phone Number	Email	
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Parent or Guardian Signature: _____ Date: _____

YMCA BRANCH USE ONLY

Volunteer Identification	<input type="checkbox"/> Washington State ID or License <input type="checkbox"/> Other _____
	Name on ID _____ Date of Birth on ID _____ Verified by _____

Branch Information	Branch/Site: _____ Program Director/ Supervisor: _____ Program Placement(s): _____ Approximate Start Date: _____ Intake Process Completed (date): _____	Additional Paperwork Checklist	Mandatory for all: <input type="checkbox"/> References (minimum 2) <input type="checkbox"/> Safety Orientation/Abuse Prevention form <input type="checkbox"/> WSP form with thumbprint <input type="checkbox"/> ACAD form (criminal disclosure) Mandatory for DEL/DSHS licensed position only: <input type="checkbox"/> DEL/DSHS form (licensed programs only) <input type="checkbox"/> FBI Finger Prints (for select DSHS only)
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Y VOLUNTEER REFERENCE FORM

Prospective Volunteers: Please give a copy of this form to each of your references and have each return it to the address on the second/reverse page. Current or past supervisors, co-workers, faith leaders, teachers, and school counselors are examples of appropriate references. Please exclude relatives and household members.

Prospective Volunteer's Full Name:

Desired Volunteer Position:

***Does this position work with children / vulnerable adults:** Yes No Unsure

Attention Reference: The above person has applied to volunteer with the YMCA of Greater Seattle and has listed you as a reference. Please answer the following questions, to the best of your knowledge, based on your interactions with the applicant. **Please respond to both sides.**

How long have you known the person named above?
In what capacity have you known him/her?

1. In your judgment, how would you describe his/her character and attitude?

	Outstanding
	Good
	Adequate
	Below Average
	Poor

Comments:

2. How would you rate his/her reliability?

	Outstanding
	Good
	Adequate
	Below Average
	Poor

Comments:

3. How would you describe his/her ability to work with and relate to children?

	Outstanding
	Good
	Adequate
	Below Average
	Poor

Comments:

4. How would you describe his/her ability to work with and relate to adults?

	Outstanding
	Good
	Adequate
	Below Average
	Poor

Comments:

5. How would you rate his/her judgment in normal conditions?

	Outstanding
	Good
	Adequate
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	Poor

Comments:

6. How would you rate his/her judgment in stressful conditions?

	Outstanding
	Good
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	Poor

Comments:

7. What do you consider to be his/her strengths?

8. What are his/her areas for development and improvement?

***If the potential volunteer will be working with children or vulnerable adults (see page one), please complete the following three questions.**

9. To the extent you know, please tell us about this person's roles with children; i.e., school volunteer, youth coach, youth group leader, etc.

10. If you have seen him/her discipline a child, could you please describe what you saw?

11. Are you aware of any reason why we should not allow this person to work with children? If yes, please explain:

Name of Reference:		Date:
Home Phone:	Work Phone:	Email:
Company/Organization Name:		Position:
(If faxed or mailed) Your Signature:		
Note: The YMCA of Greater Seattle does telephone reference follow up for potential volunteers. The follow up call will take approximately five minutes.		How can we best reach you? Days: Times: Phone number:
Please return this form within <u>one week</u> directly to: Wendy Hobson, West Seattle & Fauntleroy Y 4515 36 th SW, Seattle WA 98126 Email Address: whobson@seattleyymca.org Fax: 206 938 1676		
To be completed by YMCA staff only Was telephone follow up completed with this individual? <input type="checkbox"/> No <input type="checkbox"/> Yes... on what date? If yes, by (name): Signature: Program: Date: Comments:		

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