

YMCA OF GREATER ERIE VOLUNTEER CODE OF CONDUCT

Thank you for volunteering with the YMCA of Greater Erie. We appreciate your time, talent and enthusiasm. Below is the Volunteer Code of Conduct that is used to guide volunteer actions and responsibilities. Please feel free to email volunteer@ymcaerie.org with any questions.

Volunteer Program Purpose Statement

The purpose of the Y Volunteer Program is to engage volunteers in a mutually rewarding relationship between the volunteers that donate their time, talents, skills and enthusiasm and staff who will support them in their efforts to build a stronger community through youth development, healthy living and social responsibility.

Purpose of Volunteer Code of Conduct

The purpose of these policies is to provide overall guidance, structure and direction to volunteers and staff throughout the volunteer process. This Code of Conduct does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Y reserves the right to change the Code of Conduct at any time and to expect adherence to the changed policy.

Definition of "Volunteer"

There are four types of volunteers for the Y.

Program Volunteers – provide leadership, instruction and/or support to a program. They are individuals that volunteer on a regular basis, typically at least once per month.

Administrative Volunteers – Individuals that volunteer in an office and assist with data entry and organization

Special Event/Special Project Volunteers – Individuals that volunteer for one time projects (i.e. community events, clean-up projects, etc.)

Groups/corporate are encouraged for special events.

Policy Volunteers – Serve on the Branch Advisory Board or committees for the YMCA.

Volunteers receive no payment, membership or discounted fees for their service. Hours invested in board or committee meetings, campaign meetings, board recruitment meetings, executive or other staff search committees etc. are all included. Hours spent in training are not included as these are reported separately.

1. Uphold the YMCA values of caring, honesty, respect and responsibility.

I understand

I have questions

2. Volunteers should model YMCA values of caring, honesty, respect and responsibility for program participants. At the Y, all program participants are treated with fairness and equality regardless of sex, race, religion, ethnicity, socio-economic status and ability/disability.

I understand

I have questions

3. Volunteers participate in program activities to the best of their ability as directed by Y staff.

I understand

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4. Volunteers are Ambassadors of the YMCA and represent the YMCA. Appearance is important. Volunteers must appear clean, neat and appropriately attired at all times. Attire should accommodate participation in program activities. No low cut or see through clothes. No clothes or items advertising alcohol, drugs, sexuality, etc. Good taste is stressed at all times.

I understand

I have questions

5. Volunteers will be provided directions/instructions by the YMCA staff.

I understand

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6. Using or being under the influence of alcohol or illegal drugs during volunteer hours is prohibited. Smoking or use of tobacco on Y properties is prohibited.

I understand

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7. Volunteers are required to abide by all policies related to understanding, identifying, avoiding accusations, documenting, and reporting child abuse, as provided below; (a) volunteers should never be alone with program participants, staff members must be with volunteers during program time. (b) Volunteers shall not abuse participants or staff members in any way including: physical, verbal, sexual, emotional/psychological abuse and neglect. No type of abuse will be tolerated and is cause for immediate dismissal and the incident will be reported to the appropriate authorities. (c) Volunteers will respect program participant's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Program participants should never be touched in areas that would be covered by a bathing suit, and volunteers must be careful and respectful of other's comfort level even when giving a pat on the back or a friendly hug. (d) Volunteers use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison, criticism and anger. Volunteers are not allowed to discipline the participants; this responsibility is for staff only.

I understand

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8. In order to ensure the program participant's safety, volunteers must not have any illness of any kind that could adversely affect participants

I understand

I have questions

9. Volunteers may not socialize with program participants outside of YMCA sponsored programs. This includes babysitting, sleepovers, inviting children to your home, dating or developing ongoing friendships.

I understand

I have questions

10. Volunteers may not transport program participants in their own vehicles.

I understand

I have questions

11. No cell phones. It is not appropriate to make or take personal phone calls or text during program time (except for a family emergency).

I understand

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12. Volunteers are free to exercise their full liberties as citizens, including the right to express their personal convictions on issues such as social, economic, religious and political subjects. However, they must refrain from giving any impression that their views and positions are those of the Y.

I understand

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13. Volunteering with the Y carries an obligation to avoid situations that could produce a conflict of interest of the Y. Additionally, volunteers may not accept any personal gifts, special payments or unusual hospitality favors.

I understand

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14. From time to time, volunteers have questions or concerns about their responsibilities. A volunteer with such questions or concerns on the job should speak with a branch employee or the branch "Volunteer Champion".

I understand

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15. Volunteers are expected to perform their duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, volunteers will inform the supervising staff member and/or "Volunteer Champion" as far in advance as possible so that alternative arrangements may be made.

I understand

I have questions

By submitting this form, you are agreeing that any violation of this Code of Conduct may result in disciplinary action, to and including termination.

I understand

I have questions

Name: _____

Date: _____