



STEP -1 KENOSHA YMCA VOLUNTEER CHECKLIST (Volunteer keep this sheet)

Thank you for considering the YMCA as a place to contribute your time and talents. Volunteers are vital to the YMCA and they aid us in successfully meeting the many needs of our members and our community.

For the safety of the children in our programs and our volunteers, all applicants who are working with children are required to provide three references, complete an online mandated reporter training course, and sign a code of conduct. All applicants over the age of 18 who are working with children must also complete a background check.

- ❖ Complete volunteer application, give to any staff member. Staff members will give to Payroll.
- ❖ Director will call volunteers to schedule interview.
- ❖ Volunteer will receive a copy of a job description at interview.
- ❖ Volunteer will sign a copy of a job description at interview.
- ❖ Director will reach out to references provided on the application. Please let your references know you listed them as a reference.
- ❖ Volunteer will receive email from applicantinquiry@bchex.io with a link from BCHEX to complete background check.
- ❖ Once the background check is approved, Payroll will send volunteer information to complete necessary training.
- ❖ Volunteer to email certificates to humanresources@kenoshaymca.org .
- ❖ When everything is approved, director will reach out to volunteer to discuss start date.



Background Check Date Approved: _____
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STEP 1 - KENOSHA YMCA APPLICATION FOR HIGH ACCESS VOLUNTEER SERVICES (Staff give to Payroll)

Name _____ Email Address _____

Address _____ City/State/Zip _____ Telephone _____

Driver's License # _____ Birth Date _____ Age _____

Please list addresses from last 7 years _____

In case of emergency, contact: Name _____ Relationship: _____

Telephone No. _____

Areas of Interest:

- Achievers
 Kids' Club
 Maintenance
 Special Events
 Sports
 Teen Tech Center
 Other (Please Explain) _____

How many hours a week would you be willing to volunteer? _____

Please check the day/s and list the times you are able to volunteer.

<input type="checkbox"/> Monday From: _____ To: _____	<input type="checkbox"/> Tuesday From: _____ To: _____	<input type="checkbox"/> Wednesday From: _____ To: _____	<input type="checkbox"/> Thursday From: _____ To: _____	<input type="checkbox"/> Friday From: _____ To: _____	<input type="checkbox"/> Saturday From: _____ To: _____	<input type="checkbox"/> Sunday From: _____ To: _____
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Background:

Education _____

List any previous Training/Related Experience(s) _____

References- Please provide at least 1 personal and 2 professional references

#1 Reference Name _____

Reference Address _____ City, State, Zip Code _____

Reference Phone Number: _____

Work Performed _____

#2 Reference Name _____

Reference Address _____ City, State, Zip Code _____

Reference Phone Number: _____

Work Performed _____

#3 Reference Name _____

Reference Address _____ City, State, Zip Code _____

Reference Phone Number: _____

Work Performed _____

Code of Conduct and Background Check:

All volunteers must adhere to the Code of Conduct below. Any violation to this will result in immediately cease of any volunteering at the Kenosha YMCA. Please read the document carefully and ask any questions you may have regarding these policies. Sign below acknowledging that you have read and understand the Code of Conduct Policy. **For those over the age of 18, volunteering more than three days within a calendar year, a background check will be conducted before volunteering time can begin. By signing below, you are giving the Kenosha YMCA permission to conduct this check.

Signature _____

Dated _____

Kenosha YMCA Code of Conduct

The Kenosha YMCA is committed to providing a safe, welcoming, and inclusive environment for all, with a strong focus on the safety and well-being of youth. We maintain zero tolerance for abuse, misconduct, or boundary violations. All staff, volunteers, members, and participants are expected to follow established supervision guidelines, respect appropriate boundaries, and immediately report any concerns or suspected abuse.

To support this commitment, we have adopted the following Code of Conduct to guide the actions and behavior of staff, members, volunteers, and guests while in YMCA spaces and while participating in YMCA programs.

All individuals are expected to treat others with respect, follow safety rules, avoid any behavior that could cause harm, and conduct themselves in a way that upholds the rights and dignity of others at all times.

OUR CORE VALUES: Caring • Honesty • Respect • Responsibility

Speaking in respectful tones, dressing appropriately and refraining from the use of vulgar or derogatory language.

Resolving conflicts in a respectful, honest and caring manner; never resorting to physical contact or threatening gestures.
Respecting others by refraining from intimate behavior in public.

Respecting the property of others; never engaging in theft or destruction.

Creating a safe, caring environment, free from weapons of any kind.

Participating in programs to build a healthy spirit, mind and body; never engaging in the use, sale, dispensing

or possession of illegal drugs or narcotics or the unsanctioned use of alcohol on Y premises.

Adhering to the YMCA’s smoke-free policy. Smoking, smokeless tobacco, electronic cigarettes, and vaping are not permitted in any interior or exterior YMCA spaces.

Adherence to the YMCA Code of Conduct is essential. Failure to comply may result in immediate dismissal from the premises and/or suspension or termination of membership or program privileges.

For the safety of our community, the Kenosha YMCA screens all members and guests against sex offender registries.