

THE YMCA OF GREENSBURG

VOLUNTEER HANDBOOK

Volunteers are the only human beings on the face of the earth who reflect this nation's compassion, unselfish caring, patience, and just plain love for one another.

- Erma Bombeck

Welcome to the YMCA

Welcome to the YMCA of Greensburg. We're glad you are volunteering with us! We've designed this handbook to provide you, and other volunteers, with a general source of information about the YMCA of Greensburg.

About the YMCA

Our Mission

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

Our Focus

Our areas of focus include Youth Development, Healthy Living, and Social Responsibility. We strive to develop youth through our program departments including aquatics, child development, gymnastics, and sports. Our healthy living focuses on educating our members and program participants of the importance of healthy lifestyle choices. Lastly, but equally important, is our focus on social responsibility and impact. We have been impacting the

Greensburg Community for over 155 years and will continue to do so through our mission work.

Our Values

Character development is integral to all YMCA programs. We are guided by our five core values of caring, honesty, respect, responsibility, and faith. In child care, the gym, at day camp, at the membership desk we strive to develop character values in ourselves, our members and participants. We believe strongly in our mission to promote and model these character-building values in all that we do.

Our History

In 1858 a group of men met for the first time in Greensburg and set up an organization called the Greensburg YMCA. The original concept started in England back in 1844 and came to the United States in 1851. Originally we were a bible/library study and learning organization. In the 1880's this concept moved into what we know today as an organization that develops spirit, mind and body as our mission to all men and boys.

The year was 1890 when the Greensburg YMCA became an incorporated non-profit organization by the state of Pennsylvania. In and around 1908, Mr. David Shaw Atkinson set up the rules and design for the construction of our existing building on Maple and Pittsburgh Streets. In 1913 this dream became a reality and the present YMCA building was constructed for approximately \$95,000. A lot of changes have taken place since then. All have met the needs of our society at given points in time.

Women began to play an active role in YMCA's back in the 1930's and today represent 50% of the Y's membership both locally and nationally. Our present energies are now being put to the test once again in meeting the needs of our members and in preserving the family and individual roles in today's complex society.

The YMCA now serves all segments of our population and has an open door policy that permits everyone to take part regardless of race, creed, sex or financial standing. We have, in the past developed new facilities at the Y to accommodate our growing membership and to better serve the community needs and we continue to put on those finishing touches to get maximum usage of our existing space and to upgrade those areas that have served their time and purpose.

Volunteering

Because the YMCA of Greensburg strives to provide a safe environment for children and youth, the YMCA will require ALL volunteers, over the age of 14, to obtain State Police Criminal Clearance and Child Abuse Clearance, at no charge. Any volunteer residing in a state other than Pennsylvania in the past 10 years must also obtain an FBI Fingerprint, at their expense.

Volunteerism

Volunteers are the backbone of the YMCA. Volunteers not only founded the YMCA, but also operated it in its entirety in the early days. The involvement today of thousands of talented, committed individuals greatly extends the range, quality and variety of YMCA programs.

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 of Greensburg.

While volunteering with the YMCA, any photos taken may be used in future promotional materials.

Age Restrictions

Child Aged Volunteers

Program Volunteers under the age of 11 years must complete all volunteer responsibilities while under the supervision of a parent or legal guardian.

Teenage Volunteers

Program Volunteers between the ages of 12 years and 17 years must complete all volunteer responsibilities while under the supervision of a YMCA staff person and may not serve in and volunteer capacity for more than 4 hours in one day without a valid workers permit.

Adult Volunteers

Program Volunteers 18 years of age and older must complete all volunteer responsibilities during which children are present under the supervision of a YMCA staff person.

Volunteer Records

In order to keep volunteer records current, notify the Westmoreland Community Action (WCA) volunteer coordinator of changes to name, address, phone number, email address, or emergency contact information.

Benefits

The YMCA does not provide insurance and related benefits to volunteers. As an example, there are no insurance plans for volunteers, including not medical, accident, dental, workers compensation, disability, or other coverage. The YMCA does not offer free memberships to volunteers. Volunteers may not trade their time for free or reduced cost in program participation.

Financial Assistance is available for those who may find it difficult to pay the standard membership and program fees, this provides subsidies based on income and individual needs.

Use of Supplies and Equipment

YMCA supplies and equipment, including copy machines and postage meters, are for the YMCA business only. Equipment and supplies purchased by, or donated, to the YMCA belong to the YMCA, and not to individuals.

Security of personal belongings

We encourage volunteers to lock valuable personal belongings in a locker or in the trunk of personal vehicles during volunteer service at the YMCA. We are not responsible for lost or stolen items.

Tracking of Volunteer hours of service

In order for to have an accurate record of volunteer time of service, we ask all volunteers to sign in and out each time you volunteer. Check with the WCA Volunteer Coordinator or department director to be sure all hours are recorded.

Safety

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.
- Please report any unsafe items to the closest YMCA staff person immediately.

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.

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 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 must undergo a criminal and sexual offender’s 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 possible 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 may be informed in a manner that is age- appropriate to the group of their right to set their own "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 should be reported to your YMCA supervisor or branch executive.
 - 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 ended.

To avoid being suspected of abuse, please observe the following guidelines:

- Staff will 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

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.
- Mistreatment or neglect of members, guests or YMCA participants.
- Falsification of any YMCA records.
- Theft of or willful damage to YMCA property or to the property of others.
- Dishonesty in any form.
- Abusive or profane language.
- Fighting or threatening to harm another person.
- Possession of a weapon.
- Being under the influence of drugs or alcohol on YMCA property or while representing the YMCA as a volunteer.
- Possessing, distributing or manufacturing controlled substances.
- Horseplay, unsafe or dangerous behavior.
- 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 towards others in the presence of children, parents, and other volunteers.
- Volunteers must appear clean, neat, and appropriately attired.
- Use of tobacco in the presence of children or parents is prohibited.
- Volunteers must be free of physical and psychological conditions that might adversely affect children's physical or mental health.
- Volunteers are not to transport children in their own vehicle.
- 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.

YMCA Information

Information regarding 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.

Arrest & Criminal Conviction of a Volunteer

The YMCA of Greensburg requires all volunteers 14 years of age and older to provide State Police and Child Abuse clearances, if the volunteer has lived in a state other than Pennsylvania in the past 10 years volunteers must also obtain FBI Fingerprints. Clearance should be submitted prior to volunteering. Volunteers with a prior conviction are not automatically disqualified from participation. Prior convictions will be assessed on an individual basis.

Alcohol and Drugs

The YMCA is committed to maintaining an alcohol and drug- free environment. The YMCA prohibits the use, sale, manufacture or possession of alcohol or drugs (except those properly prescribed by a physician and used in accordance with the physician's instructions) by any volunteer while volunteering for the YMCA, and/or while in any YMCA facility or vehicle.

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, meeting, memos 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 being offered a variety of experiences through promotions and or assignments of more responsibility, through transfer from 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.

VOLUNTEER RIGHTS & RESPONSIBILITIES

- To receive respect from YMCA Staff
- To enjoy a work environment that is energetic and conducive to work and fun.

Volunteer Responsibilities

- To have a heart in the interest of the 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 a volunteer has a complaint or problem at the YMCA, in most circumstances, the best course of action is to discuss the matter with your volunteer director/coordinator at the YMCA. If the volunteer director/coordinator 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. Volunteers 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 computer disks and magnetic media purchased by the YMCA of Greensburg are the property of the YMCA and may not be used for personal reasons.

Voice Mail, E-mail, 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

All volunteers in programs licensed by the Department of Human Services (DHS) are required to complete University of Pittsburgh - Recognizing and Reporting child Abuse: Mandated and Permissive Reporting in Pennsylvania Training prior to beginning volunteer service with the YMCA.

YMCA Volunteer Policy

1. Program staff will train volunteers and provide agency orientation and review daily operations with the volunteer.
2. Volunteers will sign a confidentiality statement.
3. Volunteers will complete the Volunteer Information Sheet.
4. Prior to the first day of volunteering volunteers must obtain Pennsylvania State Police and Childline Clearances. (Renewed every 36 months). FBI clearances are not required as long as the position is unpaid and the volunteer has not lived outside of PA in the past 10 years. Volunteers will sign a disclaimer statement affirming no charges in other states that prohibit as a volunteer.
www.compass.state.pa.us/cwis for registration of child abuse clearance
<https://epatch.state.pa.us/Home.jsp> for registration of criminal clearance
5. Volunteers working in DHS licensed programs will complete Child Abuse reporting law training online at www.reportabusepa.pitt.edu.
Documentation must be provided upon completion of this training to YMCA.
6. Volunteers must report changes in clearance status within 72 hours to the Department of Human Services and to YMCA. Failure to do so may result in criminal charges according to the law and denial of volunteer opportunities within YMCA Programs.
7. Clearances for volunteers can transfer within YMCA organization programs.
8. Parents attending fieldtrips, parent child activities, science nights will be considered participants and must never be left alone with other children and will be supervised by all staff.
9. All clearances, applications, child abuse reporting training certificate, disclosure statements and confidentiality agreements will be turned in to Westmoreland Community Action (WCA) Human Resources (HR) prior to volunteering.

Volunteer Information Sheet



Our Agency benefits greatly from the many skills, talents, time and effort provided by its volunteers. We appreciate this help very much, and look forward to working with you towards the common goal of putting Christian principles into practice through programs that build a healthy spirit, mind and body. Please fill out the information below to assist us in tracking your volunteer time and contributions, and also to assist us in keeping in touch with you regarding important events.

Name: _____

Telephone Number: _____

Email Address: _____

Home Address: _____

Social Security Number: _____ Birth Date: _____

(All Minors need to complete the volunteer Minor form with parent signature)

I am volunteering as: _____

Site where I plan on doing my volunteering: _____

Emergency Contact Name: _____

Emergency Contact Telephone: _____

Start Date: _____ End Date: _____

Hours willing to commit to weekly: _____

General Volunteer Waiver

In consideration of the opportunity to engage in volunteer work through YMCAI, the undersigned, my heirs and assigns, hereby waive all claims for injuries, damages or losses to my person or property which may be caused directly or indirectly, by any act, omission or negligence arising from or related to the activities of Westmoreland Community Action. I, the undersigned, understand that by participating in this volunteer activity I will be exposed to the risks of accident and injury and that I will follow YMCA safety requirements and instructions. I hereby release and hold harmless YMCA and their officers, agents and employees from any and all claims, including bodily injury, death or property damage which may occur due to my or my child's participation in these volunteer activities. I, the undersigned, my heirs and assigns, hereby covenant and agree to indemnify and hold harmless Westmoreland Community Action, their officers, agents and employees and all property owners from any and all costs, charges, claims, demands, losses, damages, causes of action, suits and liabilities of any kind, including the expenses of litigation, court costs and attorney's fees, for injuries to, or the death or illness of any person, or for damage to any property, arising out of or in connection with my involvement in the volunteer activities, regardless of whether such injuries, illness, death or damages are reasonable or unreasonable, or foreseeable or unforeseeable to the parties to this agreement. I, the undersigned, my heirs and assigns, hereby further covenant Westmoreland Community Action, their officers, agents, and employees and/or property owners for any matter which arises from the execution of the volunteer work. I agree that YMCA may take my photograph & use my image to promote their mission with no compensation due me.

Signature: _____

YMCA of GREENSBURG
DISCLOSURE STATEMENT for VOLUNTEERS

Required by Child Protective Services Law, 23 Pa. C.S. Section 6344 (relating to information relating to prospective child-care personnel).

I swear/affirm that I have mailed the request for Clearance to Childline, the Pennsylvania State Policy and the Federal Bureau of Investigation, where applicable.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse or individual responsible for a founded report for a school employee as defined by the Child Protective Service Law.

I swear/affirm that I have not been convicted of one or more of the following crimes under title 18 of the Pennsylvania consolidated statutes or the equivalent crime in another state.

TITLE 18 PENNSYLVANIA CONSOLIDATED STATUTES

Chapter 25	Relating to criminal homicide
Section 2702	Relating to aggravated assault
Section 2709	Relating to harassment and stalking
Section 2901	Relating to kidnapping
Section 2902	Relating to unlawful restraint
Section 3121	Relating to rape
Section 3122.1	Relating to statutory sexual assault
Section 3123	Relating to involuntary deviate sexual intercourse
Section 3124.1	Relating to sexual assault
Section 3125	Relating to aggravated indecent assault
Section 3126	Relating to indecent assault
Section 3127	Relating to indecent exposure
Section 4302	Relating to incest
Section 4303	Relating to concealing the death of a child
Section 4304	Relating to endangering welfare of children
Section 4305	Relating to dealing in infant children
Section 5902(b)	Relating to prostitution and related offenses
Section 5903(c) or (d)	Relating to obscene and other sexual materials and performances
Section 6301	Relating to corruption of minors
Section 6312	Relating to sexual abuse of children

I understand that I must be dismissed if I have been named as a perpetrator of a founded report of child abuse within the past five years or have been convicted of any crimes listed above.

I understand that my employment may be terminated if I have been named a perpetrator of an indicated report of child abuse or an individual responsible for the injury or abuse in a founded or indicated report for a school employee.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that the penalty for false swearing is a misdemeanor of the third degree pursuant to Section 4903 (b0 of the Crimes Code.

Date

Printed Name

Witness

Signature



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

Confidentiality Agreement

It is the responsibility of all YMCA employees, contracted staff, temporary staff and volunteers to safeguard all information that is considered confidential. Each program participant has the right to confidentiality and the YMCA is committed to protecting that privacy. All program records are kept confidential and are available to only necessary program personal, federal, state or local authorities, or their authorized agents, if the information is necessary to carry out their required functions, or as mandated by law or order of court. Disclosure beyond this scope requires the employee and/or member's informed and written authorization.

The undersigned agrees not to disclose any trade secrets, member, vendor or employee lists or information, personnel issues regarding the YMCA's employees, marketing plans, sales plans, operating policies or manuals, business plans, financial records or other financial, commercial, business or technical information relating to the YMCA including program participant information collectively referred to as Confidential Information, to any third party, without the prior consent of the Human Resources Department.

The undersigned acknowledges and agrees that obligations under the Confidentiality provisions of this agreement apply not only to written and electronic documents and data, but also to any other information associated with the YMCA's relationship.

The undersigned will not divulge personal or confidential information, including personnel or issues related to the business relationship existing between the undersigned and the Agency, to clients or members.

At any time, upon the YMCA's request, the undersigned shall return to the YMCA all property of the Agency and copies in his/her possession or under his/her direct control.

I, the undersigned, have read this Confidentiality Agreement and understand that any breach of this Confidentiality Agreement can result in the termination of an employment, temporary, volunteer or business relationship, as well as whatever legal remedies may be permitted in a court of law.

Signature _____ Date _____

TYPE OF CLEARANCE	INFORMATION	LINK AND CONTACT INFORMATION/AGENCY
<p>Pennsylvania Criminal History Check</p> <p>Free to Volunteers</p>	<p>This is an online Procedure. Click on the following link and go to "NEW RECORD (VOLUNTEERS ONLY)." Follow the instructions through to the Certification Page. Once the Search results table appears, click on the Control Number. Please be sure to retain the control number for your record. Click on the Certification Page to access your official Clearance. The Record Check Details page is only a receipt and acceptable as a "clearance." You can complete everything online and receive your results immediately. Please retain a copy for your records.</p>	<p>https://epatch.state.pa.us/</p> <p>1-888-783-7972</p>
<p>Pennsylvania Child Abuse History Check</p> <p>Free to Volunteers</p>	<p>This is an online procedure. Once you click on the link you will be directed to the Child Welfare where you must create an account or log in if you already have an account. Note: you will need an email address to create an account. Creating an account and submitting your clearance application online will give you immediate access to your results or the status of your results, if your results cannot be processed immediately. Please retain a copy for your records.</p>	<p>https://www.compass.state.pa.us/cwis/public/home</p> <p>1-877-371-5422</p>
<p>FBI Criminal History Report</p> <p>\$27.00 Fee</p>	<p>Volunteer Requirements:</p> <ol style="list-style-type: none"> 1. The applicant MUST register PRIOR to going to the fingerprint site. Registration is completed online or over the phone. Make sure to register for Department of Human Services FBI Clearance. 2. The applicant MUST make their payment PRIOR to going to the fingerprinting site. 3. On the day of fingerprinting, the applicant must bring a valid driver's license, or other approved form of ID, and the registration number received upon registration. This number will be used to access necessary information. 	<p>https://www.pa.cogentid.com/PA_dpwNew.htm</p> <p>1-888-439-2486</p>