



North Suburban YMCA Volunteer Application Packet

Thank you for interest in volunteering with the North Suburban YMCA. When you volunteer at the Y, you take an active role in bringing about meaningful, enduring change right in your own neighborhood. Whether it's sharing a passion, developing a skill, or just meeting new friends, we are confident you will find volunteering at the Y enjoyable. As a volunteer you'll be joining numerous others who contribute to the positive impact we have in this community.

Attached please find a volunteer application, background screening authorization form and code of conduct. The NSYMCA requires all volunteers to submit a volunteer application, and to consent to a criminal background check. Please complete the attached and return them to the address below.

If you have any questions please do not hesitate to contact us. We appreciate your desire to share your time and talents with us.

Notice to All Applicants: The NSYMCA has implemented policies, procedures, and staff training to aid in the detection and prevention of child abuse. We do not tolerate the mistreatment or abuse of youth in our programs. All reports of suspicious or inappropriate behavior with youth or allegations of abuse are taken seriously.

Communication: 99% of communication will be done via email. Please make sure we have the correct email address on file. It is your responsibility to check your email for information.

Nicole Hatfield
Volunteer Coordinator
2705 Techny Road
Northbrook, IL 60062
(P) 847-272-7250
(E) registrar@nsymca.org (W) www.nsymca.org

The Y: We're for youth development, healthy living and social responsibility.

Volunteer Application

Step 1: Volunteer Information

Are you a NSYMCA member? Yes No

First Name Last Name Gender Date of Birth

Address City State Zip Code

Home Phone Cell Phone Email Address

Highest Degree Achieved:

- Currently in High School
- High School Graduate
- Currently in College
- Some College
- College Graduate
- Post-Graduate Degree

Employment Status:

- Full-time
- Part-time
- Retired
- Seeking Employment
- If so, where? _____

Step 2: Volunteer Interest Information

Long Term (1 month + commitment required):

- Aquatics
- H.A.W.K.S. Special Needs
- Y Sports Programs
- Fitness
- Dance
- Youth Services
- Maintenance
- Other: _____

Short Term/Special Events:

- Birthday Parties
- Sports Programs
- Healthy Kids Day
- Halloween
- Party at the Y
- Strong Kids Dinner
- Family Programming
- Other: _____

Availability:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Hours							

Please list your skills, hobbies and interests:

Please list any special certifications you have and their expiration dates:

Do you have any limitations or issues that could hinder your volunteering in specific areas?
If so, please explain:

Hours must be completed by: _____ Total hours needed: _____

How did you hear about us?

- NSYMCA Website
- School
- Friend
- Facebook
- Twitter
- Flyer/Mailing
- Other: _____

Why are you interested in volunteering with the YMCA?

- Parent of YMCA Program Participant
- Former/Current YMCA Member
- School Requirement
- Court Requirement (please note we take participants on a case-by-case basis)
- Other: _____

Work History:

List all present and past employment experiences, beginning with most recent.

Company: _____	Position Held: _____
Phone: _____	Supervisor: _____
From: _____ To: _____	Reason for leaving: _____
	Position Held: _____
Company: _____	Supervisor: _____
Phone: _____	Reason for leaving: _____
From: _____ To: _____	

Step 3: Please read carefully before signing:

In making my application to the NSYMCA, I affirm that I have completed this form truthfully and to the best of my knowledge. I understand that by signing below, I give permission to the appropriate authorities to release information to designated staff of the NSYMCA. I further understand that my position is a voluntary position with the NSYMCA and does not provide monetary compensation.

I accept the risks involved through my participation in the NSYMCA classes and programs.

I understand that the NSYMCA may wish to photograph or videotape activities for promotional purposes and, if I do not wish to be photographed or videotaped, it is my responsibility to notify the photographer or videographer.

I acknowledge that I have read and understand the above statements and I voluntarily sign this application.

Applicant Signature

Date

If applicant is under the age of 18, a parent/guardian signature is also required.

Parent/Guardian Name

Parent/Guardian Signature

Date

Please Return Completed Application to:

NSYMCA – Front Desk
2705 Techny Road
Northbrook, IL 60062
registrar@nsymca.org

Volunteer Code of Conduct

1. NO cell phones while volunteering.
2. 72 hours' notice to the Volunteer Coordinator is required in order to receive your letter of completion.
3. You are SOLELY responsible for ALL communication with the Volunteer Coordinator.
4. Appropriate attire is required (please wear jeans or yoga pants and a t-shirt).
5. Hours must be approved in advance. Drop-ins will be sent home.
6. Use appropriate language (NO vulgar language, shouting, or threatening words).
7. Volunteers must be respectful of all NSYMCA staff and members at all times.
8. All inappropriate conduct will result in dismissal.
9. 99% of communication with Volunteer Coordinator will be done via email.
10. If the above requirements are not being met while you are volunteering, a staff member will ask you to leave, and you will not be able to complete any more hours in that department.
11. You will not always be assigned your preferred program.
12. The Volunteer Coordinator or upper management are not available on the weekends. Please make your arrangements during normal business hours.

If you have any questions contact, please contact Nicole Hatfield at registrar@nsymca.org.

Printed Name: _____ Date: _____

Signature: _____ Date: _____