



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

# **VOLUNTEERING FOR A CAUSE**

Volunteer Handbook  
YMCA of Greater Syracuse  
May 1, 2015

Revised: June 23, 2017



YMCA of Greater Syracuse  
Volunteer Handbook

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# INTRODUCTION

## 1.1 Welcome to the YMCA of Greater Syracuse

Welcome to the YMCA of Greater Syracuse. We appreciate your willingness to support our Y with your commitment to help meet our community's needs. We have designed this handbook to provide you with a general source of information about the YMCA of Greater Syracuse. The contents of this handbook supersede all prior handbooks and policies statements of earlier date.

This handbook represents a general outline of volunteer policies and practices. It is not intended to be a volunteer contract or agreement. The information contained in this handbook is subject to change without notice at any time.

We are proud to have you volunteer with our Y. We hope this will be a rewarding volunteer experience for you because we can achieve so much more together. We truly want to make a positive impact on all of those who we touch and serve.

For specific interpretation of the policies and procedures outlined in this handbook, you are encouraged to contact your immediate supervisor or the Human Resources office.

## 1.2 About the YMCA

Locally founded in 1858, the YMCA of Greater Syracuse (hereafter "The Y") is an inclusive association of men, women and children, committed to providing a safe and caring environment, positive role models, healthy activities, and opportunities to serve the needs of our community.

Through our branches, as well as over 50 community based program sites, the Y annually serves more than 70,000 people in our community, as well as providing financial assistance and subsidize costs for various programs for 14,000 children and adults throughout the year. We have several locations in the Syracuse area including: Downtown Syracuse YMCA, East Area Family YMCA in Fayetteville, North Area Family YMCA in Liverpool, Arts Branch of the YMCA in Syracuse, Manlius YMCA in Manlius, Southwest YMCA on Onondaga Community College Campus, Camp Iroquois in Manlius, and Northwest Family YMCA in Baldwinsville.

### THE Y's MISSION

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

### THE Y's CAUSE/PROMISE

The Y is a membership organization and the nation's leading nonprofit. We are a powerful association of men, women and children joined together by a shared commitment to nurturing the potential of kids, promoting healthy living and fostering a sense of social responsibility. We believe that lasting personal and social change can only come about when we all work together to invest in our kids, our health and our neighbors. That's why, at the Y, strengthening community is our cause. Every day, we work side-by-side with our neighbors in over 10,000 communities to make sure that everyone, regardless of age, income or background, has the opportunity to learn, grow and thrive.

### THE Y's IMPACT

The Y is, and always will be, dedicated to building healthy, confident, connected and secure children, adults, families and communities. Every day our impact is felt when an individual makes a healthy choice, when a mentor inspires a child and when a community comes together for the common good.

### THE Y's AREAS OF FOCUS

In today's environment, we face increased pressure to demonstrate our impact. That's why we have grouped programs and services into three areas of focus. This is essential for demonstrating how we deliver on our cause and helps drive an understanding of our organization for our members, donors and volunteers. Similar to our promise, value and voice, the areas of focus are an essential and clear element in our goal to align external perceptions of the Y.

- **FOR YOUTH DEVELOPMENT:** Nurturing the potential of every child and teen.  
The Y believes all kids deserve the opportunity to discover who they are and what they can achieve. That's why, through the Y, millions of youth today are cultivating the values, skills and relationships that lead to positive behaviors, better health and educational achievement.

- **FOR HEALTHY LIVING:** Improving the nation’s health and well-being. In communities across the nation, the Y is a leading voice on health and well-being. With a mission centered on balance, the Y brings families closer together, encourages good health and fosters connections through fitness, sports, fun and shared interests. As a result, millions of youth, adults and families are receiving the support, guidance and resources needed to achieve greater health and well-being for their spirit, mind and body.
- **FOR SOCIAL RESPONSIBILITY:** Giving back and providing support to our neighbors. The Y has been listening and responding to our communities’ most critical social needs for over 165 years. Whether developing skills or emotional well-being through education and training, welcoming and connecting diverse demographic populations through global services, preventing chronic disease and building healthier communities through collaborations with policymakers, the Y fosters the care and respect all people need and deserve. Through the Y, 500,000 volunteers and thousands of donors, leaders and partners across the country are empowering millions of people and the community in which they live, to be healthy, confident, connected and secure.

## THE Y’s CORE VALUES

Our core values unite us as a movement with a common cause. They are shared beliefs and essential principles that guide our behavior, interactions with each other and decision-making.

### CARING

Show a sincere concern for others

### HONESTY

Be truthful in what you say and do

### RESPECT

Follow the golden rule

### RESPONSIBILITY

Be accountable for your promises and actions

## THE Y’s VOICE

There is no organization quite like the Y, and it’s essential that we convey this through our visual and verbal communications. We use the word voice to describe how our brand sounds.

### DETERMINED

To devote full strength and concentrated attention to our cause

### NUTURING

To care for, support and help develop through encouragement

### GENUINE

To be honest and open in relationships with others

### HOPEFUL

To take optimistic or positive view of future outcomes

### WELCOMING

To accept neighbors eagerly, warmly, hospitably and as equal participants

## 1.3 Leadership

The YMCA of Greater Syracuse is led by volunteers who make-up our Board of Directors, Managers and Trustees. The Volunteer Handbook is set forth with the approval of the Board of Directors, to be administered and interpreted by the CEO, delegated staff representatives and volunteers.

# VOLUNTEERING

## 2.1 Volunteerism

Volunteers are the backbone of the Y. Volunteers not only founded the Y, 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 Y programs.

A YMCA volunteer is defined as anyone who willingly gives time to help the YMCA accomplish its mission without receiving any compensation or special privileges of any kind from the Y.

To avoid misunderstandings, volunteers may not work in an employed position in the same capacity (or a similar capacity) to their volunteer responsibilities. This applies to all Y branches in the YMCA of Greater Syracuse.

## 2.2 Volunteer Records

In order to keep your volunteer records current, you should notify your Y Supervisor immediately of changes to your name, address, telephone number or emergency contact information.

## 2.3 Benefits

Volunteering is a demonstration for others, and is at the heart of the Y. The Y offers volunteers a chance to improve the lives of children and families and to make communities stronger. Through their Y experience, volunteers build new relationships, develop more self-confidence and gain new skills. By giving their time to benefit others, volunteers also give themselves the opportunity to learn, grow and have fun.

Volunteers may not trade their time for free or reduced cost program participation. The Y does not provide insurance and related benefits to its volunteers. As examples, there are no medical, accident, workers compensation, disability or other plans for volunteers.

## 2.4 Use of Supplies and Equipment

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

## 2.5 Personal Property

Personal locks may not be placed on Y property. The Y may retrieve, inspect and review both business and personal information and items stored on or in Y property, such as computers, diskettes, desks, lockers, cabinets, Y vehicles and Y-provided housing. You are discouraged from bringing valuables to the Y, as the Y does not assume responsibility for loss, theft or damage to volunteers' personal property.

## 2.6 Background Checks

The YMCA of Greater Syracuse requires all of its volunteers to submit to a criminal background check before volunteering at the Y. Volunteering at the Y is conditional pending results of the Ys background investigation. A volunteer who limits or fails to fully disclose his/her criminal history will not be allowed to volunteer. Volunteers with criminal backgrounds involving harm or threat of harm to person(s) will not be allowed to volunteer. Other convictions will be examined on a case-by-case basis.

# SAFETY

## 3.1 Safety Through Teamwork

Employee and volunteer safety is a high priority at the Y. We are committed to provide you a safe environment and we expect you to take responsibility for performing your responsibilities in accordance with our safety standards and practices.

Safety will only be achieved through teamwork at the Y. We must all join together in promoting safety and taking every reasonable measure to assure safe working conditions exist throughout the Y.

### EVERYONE IS RESPONSIBLE FOR SAFETY

If you notice an unsafe condition, promptly notify your supervisor. Immediate action will be taken to correct the situation.

### ACCIDENTS

You should immediately report any injury you incurred while volunteering to your supervisor, even if it appears minor, and explain how the injury occurred.

### VOLUNTEER RESPONSIBILITIES

An unsafe employee or volunteer is a danger to themselves, as well as fellow employees or volunteers. Attention to all safety procedures is essential, not only to prevent injury, which is paramount, but also to protect property and the tremendous investment that it represents.

Each volunteer is responsible for safety. To accomplish this, you should:

- Know and apply safety measures at all times.
- Know the locations, contents and use of first aid and firefighting equipment.
- Understand your responsibilities fully.
- Refrain from running, fighting, horseplay, or distracting others.
- Do not wear frayed, torn or loose clothing, jewelry or long unrestrained hair, near moving machinery or electrical equipment.
- Follow proper lifting procedures at all times.
- Seek guidance from your supervisor when unfamiliar conditions are encountered.
- Report any accident or near accident to your supervisor promptly.
- Cooperate in the application of improved work measures.
- Report any damaged or defective equipment or other unsafe condition to our supervisor promptly.

### SAFETY VIOLATIONS

Violation of a safety measure is in itself an unsafe act. A violation will be grounds for disciplinary action, the extent of which will be determined by the nature of the violation but may include suspension and/or ending of volunteer opportunity.

## 3.2 Substance Abuse Policy

The Y's goal is to promote the health, safety and productivity of its employees and volunteers, to protect the Y's integrity and to safeguard the public interest. The Y is committed to a substance-free workplace. Employees and volunteers are expected to report to work mentally and physically prepared to volunteer. The use of, or being under the influence of alcohol and/or illegal drugs while at work is inconsistent with the behavior expected of volunteers; subjects all employees, volunteers, members and/or visitors to our facilities to unacceptable safety risks; undermines the Y's ability to operate effectively and efficiently; and will not be tolerated. The Y prohibits the use, sale, purchase, possession, distribution, dispensation, formulation, manufacture, transfer or being under the influence of alcohol and/or illegal drugs in the workplace or at any time while on Y business.

### DEFINITION OF CONTROLLED SUBSTANCES

"Controlled substances" are defined as those drugs listed in Schedules I through V of Section 202 of the federal Controlled Substance Act, 21 U.S.C. 812 and includes, but are not limited to: marijuana, cocaine (including "crack" and other cocaine derivatives), morphine, codeine, Phenobarbital, heroin, amphetamines and many barbiturates.

## **VIOLATION OF POLICY**

Volunteers who violate this policy will be subject to disciplinary action, up to and including suspension and/or termination of your volunteer opportunity.

### **3.3 Hazard Communication Program**

The Y's Hazard Communication Program has been created with your health and safety in mind. To be successful, this program requires your full commitment. Working together, we then can keep our workplace safe.

#### **OBJECTIVE OF THE PROGRAM**

The purpose of this program is to ensure the Y's full compliance with the OSHA Hazard Communication Standards, thereby keeping our employees informed of the hazardous chemicals to which they may be exposed. The scope of the program includes:

- Maintaining a list of all hazardous chemicals used in our work areas and updating the list as necessary;
- Placing warning labels on containers that have hazardous materials;
- Maintaining Safety Data Sheets (SDS) for every substance on the list of hazardous chemicals and making the MSDSs readily available to all employees and volunteers;
- Making this written program available upon request.

#### **REPORTING ACCIDENTS**

Under the direction of the Branch Executive Director, the Facility or Building and Grounds Director at each location is responsible for monitoring and updating the Hazard Communications at the Y. Any accidents pertaining to chemicals or hazardous materials should be reported immediately to either of them. Volunteers can obtain SDS information from the branch Facility or Building and Grounds Director or Human Resources.

### **3.4 Smoke-Free Workplace**

The following smoking provisions have been adopted in the interest of providing a safe and healthy environment for employees, volunteers and visitors to the building.

#### **SMOKING RESTRICTIONS**

In accordance with New York State's Clean Air Act, all Y facilities are smoke-free facilities. Smoking or the use of tobacco products is strictly prohibited while on duty or within any Y facility, grounds or Y vehicle.

#### **COMPLIANCE**

Employees, volunteers and visitors are required to comply with this smoking policy while on Y premises. Violations of this policy are subject to disciplinary action, up to and including suspension and/or dismissal.

### **3.5 Building Security and First Aid Procedures**

Our security and first aid measures are intended to provide the safest workplace possible, and your participation in our security and first aid procedures is a condition of continued ability to volunteer at the Y. We will make every effort to protect the property of the Y, our members, our employees and our volunteers and to discourage dishonesty. To control building security, we ask that you report any act of a suspicious nature.

#### **EMERGENCY AND FIRST AID PROCEDURES**

Each Y facility has an Emergency Procedures Manual available for all volunteers. This manual outlines branch-specific emergency and first aid procedures.

### **3.6 Violence in the Workplace**

The Y is committed to providing a safe environment for employees, volunteers, members and visitors. The Y has zero tolerance for violence. Volunteers who display any violence or threaten violence in the workplace are subject to disciplinary action. Talking or joking about committing violence will not be tolerated.

#### **DEFINITION**

Violence in the workplace includes, but is not limited to, physically harming another; shoving; pushing; brandishing weapons; acts of intimidation, harassment, and/or coercion; and explicit or implicit threats or talk of committing violence.



## **WEAPONS**

All employees and volunteers are prohibited from carrying a weapon while in the course and scope of performing their role for the Y, whether they are on Y property at the time or not and whether they are licensed to carry a handgun or not. This policy also prohibits weapons at any Y-sponsored functions off Y grounds.

Failure to abide by this policy may result in disciplinary action, up to and including suspension and/or dismissal. Further, carrying a weapon onto Y property in violation of this policy, will be grounds for immediate removal from Y property and may result in prosecution. This policy shall not be constructed to create any duty or obligation on the part of the Y to take any actions beyond those required of an employer by existing law.

## **REPORTING VIOLENCE**

It is everyone's responsibility to prevent violence in the workplace. You must report what you see in the workplace that could indicate someone is in need of help. You should report any incident that may involve a violation of the Y's policies designed to provide a safe workplace environment. Concerns may be presented to your supervisor or any other member of the Y management team. All reports will be investigated and information will be kept confidential, except where there is a need to know in order to facilitate a solution to the problem.

### **3.7 Bloodborne Pathogens**

The Y subscribes to the concept of "universal precautions," which means that all human blood or other body fluids must be treated as if it were contagious. Universal precautions mean that you are expected to use certain procedures and to use personal protective equipment when necessary.

# POLICIES

## 4.1 Equal Employment Opportunity, Non-Discrimination and Anti-Harassment Policy

It is the Y's policy to provide equal opportunity for all employees and volunteers. The Y is committed to maintaining a work place where individuals are treated with dignity and respect. Employees and volunteers have the right to work in a professional atmosphere, which promotes equal opportunities, prohibits discriminatory practices and is free from all forms of harassment, including sexual harassment. The Y prohibits unlawful discrimination and/or harassment based on race, color, sex, age, disability, religion, creed, national origin, ancestry, military service or veteran status, marital status, sexual orientation, predisposing genetic characteristics or carrier status, victim of domestic violence or any other status protected by federal or state antidiscrimination laws. The Y is committed to taking steps to prevent discrimination (including harassment) from occurring and to providing a forum in which anyone who complains of prohibited discrimination or harassment may have the complains expediently investigated.

This policy applies to all Y employees, volunteers officers, directors, board of directors, members, as well as non-employees visiting or conducting business in our workplace. The Y expects its employees and volunteers to abide by this policy when interacting with third parties with whom it does business (such as vendors, customers, visitors, etc.). Similarly, we expect those with whom we do business to refrain from harassing our employees and volunteers. An employee or volunteer who violates this policy will be subject to discipline, up to and including termination of employment/volunteer opportunity.

If you feel you have been subjected to discrimination or harassment of any kind, you are encouraged to immediately identify the offensive behavior to the harasser and request the behavior to stop. If the behavior does not immediately stop, or if you prefer not to address the behavior directly with the harasser, you should immediately bring the situation to the attention of your Y supervisor, branch executive or the Director of Human Resources.

## 4.2 Individuals with Disabilities

The Y is committed to complying with the Americans with Disabilities Act ("ADA") and the New York State Human Rights Law ("NYHRL"), and all applicable laws providing for non-discrimination in employment against qualified individuals with a disability. The Y prohibits discrimination against qualified employees and volunteers with disabilities in all aspects of employment including, but not limited to: recruitment, hiring, compensation, promotion, job assignments, transfers, demotions, training, leaves of absence, layoff, benefits, termination and employer sponsored activities, including social and recreational programs. The Y will work with employees who have disabilities to develop reasonable accommodations that allow an individual the opportunity to perform the essential functions of his/her job in a safe and efficient manner, unless to do so poses an undue hardship on the Y or a direct threat to health or safety.

## 4.3 Whistle Blower Policy

The Y's Whistle Blower Policy requires board members, directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Y, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

## 4.4 Personal Appearance and Dress Code Policy

At the Y, we strive to demonstrate professionalism in our demeanor and appearance at all times. Our appearance is a way to identify us to members, parents, children that we serve and to fellow employees. As a condition of volunteering, it is expected that all volunteers will adhere to the established dress code policy for your volunteer assignment.

All volunteers must maintain a personal appearance appropriate for their volunteer assignment. Every volunteer of the Y should be aware of his/her personal appearance; including dress, grooming and personal hygiene, as it directly affects the Y's public image and its ability to effectively serve our members and the community. Sensitivity to these areas will ensure that our good relationships with members are maintained and fostered.

# CONDUCT

## 5.1 Misconduct

Volunteers are expected to behave in a manner that is consistent with the Y mission, values and goals. For the benefit and protection of all our volunteers, certain rules and standards of conduct are necessary. Conduct that interferes with our services to the membership, discredits our Y, or is offensive to our members or employees will not be tolerated at the Y. Serious or repeated violations of these work rules could result in disciplinary action, up to and including ending of volunteer opportunity.

The Y does not tolerate misconduct. This is not an exclusive list of actions that could result in disciplinary action, up to and including ending of volunteer opportunity. Some examples of misconduct include:

- Violation of any Association policy or safety rules.
- Discriminatory behavior or harassment.
- Child abuse, molestation, or indecent exposure.
- Abusive or profane language.
- Mistreatment or neglect of members, guests or YMCA participants.
- Unsatisfactory volunteer performance and/or carelessness or negligence in performing responsibilities.
- Being under the influence of drugs or alcohol on YMCA premises.
- Possession, sale, consumption, or delivery of intoxicants or illegal drugs.
- Disorderly conduct including fighting, "horse play," arguments, shouting, threatening or violent behavior.
- Negligence or improper conduct leading to damage of property including items belonging to the Y, other volunteers, employees, members or guests.
- Dishonesty, deception, misappropriation, theft of property or unauthorized possession of property or removal of property including items belonging to the Y, other volunteers, employees, members or guests.
- Breach of confidentiality or the unauthorized release of information to any person.
- Failure to report arrest or criminal conviction, if required to do so.
- Falsification of any YMCA records.

## 5.2 Conflict of Interest

The Y expects that its volunteers will not directly or indirectly engage in any conduct which is disloyal, disruptive or potentially damaging to the Y and its reputation.

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.

## 5.3 YMCA Information

In the course of your volunteering, you may have access to information regarding the Y, its members, guests, program participants, donors or possibly employees. Protecting our Y's confidential information is the responsibility of all employees and volunteers, and we all share a common interest in making sure it is not improperly or accidentally disclosed. Confidential information includes, but is not limited to, personal information about employees or Y members, programs, policies, strategies, financial information, or products that have not been made public by Y officials.

Volunteers must not disclose to others, or use for themselves or others, any confidential Y information (including information associated with Y members, guests, program participants, donors, and/or employees) originated or acquired in connection with service to the Y. This non-disclosure obligation applies not only to Y volunteers during their period of service to the Y, but also after termination of service.

## 5.4 Protection and Proper use of Y Assets

Each volunteer is accountable for the Y funds and assets over which he/she has control. All volunteers are responsible for protecting the Y's assets and ensuring their efficient use. Theft, carelessness and waste have a direct impact on the Y's ability to achieve its mission. Any suspected fraud or theft should be reported immediately for investigation.

## 5.5 Open Door Policy

The Y is committed to the principle of open communication between volunteers and their supervisors concerning any aspect of the volunteering relationship.

### **WORKING TOGETHER, WE CAN FIND A SOLUTION TO ANY PROBLEM**

In all business, there are honest differences of opinion about working conditions, discipline, policies and other work related matters. Do not keep your concerns to yourself. Let us talk over any problem you may have and try to resolve it. Remember, we cannot solve a problem unless we know it exists.

If you have a complaint or problem at the Y, in most circumstances, the best course of action is to discuss the matter with your immediate supervisor at the Y. If your supervisor is unable to resolve the matter to your satisfaction, you should discuss your complaint or problem with the next level of Y supervision.

## 5.6 Employees Who Wish To Volunteer Hours

Generally, employees may not volunteer time to the Y in their own or a similar position or in any capacity in the department in which they work, including any special events or activities. An employee may volunteer his or her time in a different capacity; for instances, an office employee may volunteer time to coach a youth sports activity. Volunteer status will be granted under the following conditions:

- 1) The services are entirely voluntary, with no coercion by the employer, no promise of advancement, and no penalty for not volunteering;
- 2) The activities are predominantly for the employee's own benefit;
- 3) The employee does not replace another employee or impair the employment opportunities of others by performing work which would otherwise be performed by regular employees;
- 4) The employee serves without contemplation of pay;
- 5) The activity does not take place during the employee's regular working hours or scheduled overtime hours;
- 6) The volunteer time is insubstantial in relation to the employee's regular hours; and
- 7) The activities must be distinct from your normal employment duties.

Employees who volunteer will be required to sign a waiver of understanding for your time spent in a volunteer capacity. This Employee Volunteer Waiver can be found on page 23 of this handbook.

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# CODE OF CONDUCT

## INTERACTION WITH YOUTH PROGRAM PARTICIPANTS

### INTRODUCTION

The Y is committed to providing a safe and welcoming environment for all employees, volunteers, members and program participants. Failure to comply with the following procedures will lead to disciplinary action, up to and including termination of employment.

- In order to protect Y employees, volunteers, and program participants/members – at no time during a Y program may an employee be alone with a single child where he/she cannot be observed by others. As employees supervise children, they should space themselves in a way that other employees can see them.
- Employees shall never leave a child unsupervised.
- Restroom supervision: Employees will make sure the restroom is not occupied by suspicious or unknown individuals before allowing children to use the facilities. Employees will stand in the doorway of the restroom while children are using the restroom. This policy allows privacy for the children and protection for employees (i.e., not being alone with a child). If an employee is assisting younger children, doors to the facility must remain open. No child regardless of age should ever enter a bathroom alone on a field trip or at other off-site locations. Always send children in threes, (known as the rule of three), and whenever possible, with an employee.
- Employees should conduct or supervise private activities in pairs - diapering, putting on bathing suits, taking showers, etc. When this is not feasible, employees should be positioned so that they are visible to others.
- Employees shall not abuse children in any way, including:
  - physical abuse – strike, spank, shake, slap, pulling, pushing, etc.;
  - verbal abuse – humiliate, degrade, threaten, etc.;
  - sexual abuse – inappropriate touching or verbal exchange, etc.;
  - mental abuse – shaming, withholding kindness, being cruel, etc.;
  - neglect – withholding food, water, basic care, etc.;Abuse of any type will not be tolerated and may be cause for immediate dismissal.
- Employees must use positive techniques of guidance, including redirection, positive reinforcement and encouragement, rather than competition, comparison and criticism. Employees will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline. Physical restraint is used only in pre-determined situations (when necessary to protect the child or other children from harm), is administered only in a prescribed manner and must be documented in writing.
- Employees will conduct a health check of each child each day upon his/her, arrival each time the program meets, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the parent or child in a non-threatening way. Employees will document any questionable marks or responses.
- Employees will respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture, economic level of the family, or disability.
- Employees will respect children's' rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, children are not to be touched in areas of their bodies that would be covered by a bathing suit.
- Employees will refrain from intimate displays of affection towards others in the presence of children, parents, and employees.
- Employees are not to transport children in their own vehicles or allow youth participants old enough to drive to transport younger children in the program.

- Employees may not be alone with children they meet in Y programs outside of the Y. This includes babysitting, sleepovers, driving or riding in vehicles and inviting children to their home. Any exceptions require a written explanation before the fact and are subject to administrator approval.
- Employees must be free of physical or psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.
- Employees will portray a positive role model for youth by maintaining an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
- Employees should not give excessive gifts (e.g., TV, video games, jewelry) to youth.
- Employees may not date program participants under the age of 18 years of age.
- Under no circumstance should employees release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization must be on file with the Y).
- Employees are to report to a supervisor any other employee or volunteer who violates any of the Y's policies or the procedures listed in this policy.
- Employees are required to read and sign all policies related to identifying, documenting, and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
- Y employees and volunteers are expected to act in a manner that is consistent with the mission of the Y and its core values of caring, honesty, respect and responsibility.



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

## Receipt and Acknowledgement for Volunteer Handbook

This is to acknowledge that I have received a copy of the Volunteer Handbook of the YMCA of Greater Syracuse. I understand that this Handbook contains the YMCA of Greater Syracuse's current policies and procedures and that the YMCA of Greater Syracuse reserves the right to add, delete, or modify these policies and procedures, as it deems appropriate. I understand I am expected to abide by the YMCA of Greater Syracuse policies and procedures and I will familiarize myself with the contents of this Handbook.

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date