



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## HARRISON FAMILY YMCA VOLUNTEER INFORMATION

The Harrison Family YMCA offers year-round volunteer opportunities for members and non-members from the community and surrounding areas to give back and help build a better community within our YMCA.

Opportunities range throughout the year and are based upon need within a program or department.

This manual is designed to guide and assist Volunteers and Volunteer Supervisors to effectively share the message of the YMCA.

### YMCA BASIC PRINCIPLES

#### CORE VALUES

The YMCA's core values guide our everyday decisions and actions. We encourage everyone involved with the YMCA to accept and demonstrate positive values.

**Caring** is accepting others. It's being compassionate, generous, sensitive and thoughtful

**Honesty** is shown through integrity, fairness and sincerity in words and deeds. It's being trustworthy and trustful.

**Respect** is acknowledging the inherent worth in oneself and others. It's treating others fairly and justly.

**Responsibility** is being accountable for one's behavior, obligations and actions. It's doing what's right.

#### OUR FOCUS AREAS

Youth Development, Healthy Living and Social Responsibility.

### THE YMCA IS VOLUNTEERS!

Volunteers are the backbone of our organization. Without volunteers we could not provide our community with the extensive services and programs we currently offer. Volunteers provide essential assistance in the administration of each department division, serve on committees, work with staff to meet the needs of our members and participants, and provide many other valuable contributions to the organization.



## THE DEFINITION OF A VOLUNTEER

Anyone who willingly gives time to help the YMCA accomplish its mission without receiving any compensation or special privileges of any kind from the YMCA organization.

## A VOLUNTEERS RIGHT

Volunteering is a rewarding experience when all participants treat each other with mutual respect in an atmosphere of cooperation. Every volunteer can expect certain standards of treatment at the Harrison Family YMCA. Volunteers have the right to:

- Receive proper training
- Appropriate orientation to the organization and program(s) in which s/he is involved
- Adequate supervision
- Be assigned to volunteer position that is both worthwhile, challenging, and meets his/her individual interests and abilities
- Have sufficient knowledge of anything pertaining to the position
- Expect valid recognition and encouragement from supervisor/staff contact person
- Appropriate working conditions, materials, and equipment
- Be heard and have a role in planning activities and programs
- Fair treatment by staff, participants, and other volunteers
- Be trusted
- Experience a sense of belonging

## VOLUNTEER JOB DESCRIPTION

Job descriptions must be utilized at all times. They are used to set standards for selection, placement, performance, evaluation, as well as termination. Volunteer job descriptions are also needed to understand the scope of responsibilities considered in recognizing and rewarding a volunteer. Many positions already have job descriptions for volunteer responsibilities, see specific departments for volunteer specific descriptions.

## WHO ARE VOLUNTEERS?

YMCA volunteers are committed to the YMCA and provide valuable services to its members and participants. The following volunteer roles serve as a basic guideline to share with potential volunteers with the variety of different functions s/he can perform:

- Program Volunteers
  - Function as assistants to instructors or groups and classes. Work directly with Y staff, members, participants, and community to deliver quality services. May also assist participants, work to enhance membership, and perform community service as participants in a program
- Service Volunteers
  - Undertake roles in membership services and communications and/or fundraising on behalf of the YMCA
- Fundraising Volunteers
  - Responsible for the leadership and determination that goes into successful fundraising campaigns and special events such as the Annual Campaign and United Way Campaign.
- Support Volunteers
  - Help in the locker rooms, facility, gym, or grounds and make a valuable contribution to keep the YMCA operating at an exceptional level for its members and guests.
- Student Service Learning Volunteers
  - Help out with summer camps to provide an enhanced experience for our campers and add value to support our staff

**REQUIREMENTS FOR VOLUNTEERS**

All volunteers are required to go through a Raptor Screening Process in which volunteers are notified of the process, required to give their legal name as it appears on their birth certificate, date of birth, and signature.

Volunteers regularly working >5 hours are required to go through the YMCA hiring process to include work verification, reference checks, a background check, and drug screen.

Temporary volunteer coaches for sport seasons are not required to go through the hiring process of the Harrison Family YMCA.

**SCREENING PROCESS**

Volunteers who wish to engage in >5 hours of volunteer work are required to go through the full hiring process of the Harrison Family YMCA through Human Resources.

If a volunteer fails to pass the Raptor Screen Process, background check, and/or drug screen (if required), the individual is automatically disqualified from volunteering at the Harrison Family YMCA.

**REQUIRED PAPERWORK**

If a volunteer is engaging in >5 hours of work they must complete the following forms by their immediate supervisor/director:

- Request to Hire/Rehire Employee or Volunteer
- Job Reference Check Form
- Reference Check Sheet

**MAKE A DIFFERENCE  
VOLUNTEER AT THE Y**





## VOLUNTEER INTEREST SURVEY

Get Involved! Connect, Serve, Lead

Please check all that apply to you:

### Previous Experience and Skills

- |   |   |  |                                       |
|---|---|--|---------------------------------------|
| <input type="checkbox"/> Wellness/Fitness | <input type="checkbox"/> Teen/Youth Development | <input type="checkbox"/> Building/Grounds              | <input type="checkbox"/> Hobbies_____ |
| <input type="checkbox"/> Aquatics         | <input type="checkbox"/> Recreation             | <input type="checkbox"/> Special Events                | <input type="checkbox"/> Other_____   |
| <input type="checkbox"/> Sports           | <input type="checkbox"/> Rock Climbing          | <input type="checkbox"/> Family Services               |                                       |
| <input type="checkbox"/> Childcare        | <input type="checkbox"/> Marketing              | <input type="checkbox"/> Administrative/Office Support |                                       |
| <input type="checkbox"/> Membership       | <input type="checkbox"/> Fundraising            | <input type="checkbox"/> Summer Day Camp               |                                       |

### Personal Skills/Expertise

- |  |   |   |   |
|--|---|---|---|
| <input type="checkbox"/> Writing/editing     | <input type="checkbox"/> Information Management | <input type="checkbox"/> Photography/Video          | <input type="checkbox"/> Languages_____ |
| <input type="checkbox"/> Tutoring            | <input type="checkbox"/> Music                  | <input type="checkbox"/> Event Planning             | <input type="checkbox"/> Other_____     |
| <input type="checkbox"/> Sign Language       | <input type="checkbox"/> Community Outreach     | <input type="checkbox"/> Facility Maintenance       |   |
| <input type="checkbox"/> Computer Technology | <input type="checkbox"/> Sports                 | <input type="checkbox"/> Program Facilitator        |   |
| <input type="checkbox"/> Website Design      | <input type="checkbox"/> Coaching               | <input type="checkbox"/> Public Relations/Marketing |   |

### Departments Interested in Becoming More Involved

- |   |  |   |                                     |
|---|--|---|-------------------------------------|
| <input type="checkbox"/> Wellness/Fitness | <input type="checkbox"/> Childcare           | <input type="checkbox"/> Administration | <input type="checkbox"/> Other_____ |
| <input type="checkbox"/> Membership       | <input type="checkbox"/> Sports              | <input type="checkbox"/> Marketing      |                                     |
| <input type="checkbox"/> Aquatics         | <input type="checkbox"/> Facilities/Building | <input type="checkbox"/> Fundraising    |                                     |

### Fundraising/Development Experience

- |  |  |  |                                      |
|--|--|--|--------------------------------------|
| <input type="checkbox"/> Planning & Organization | <input type="checkbox"/> Membership Development  | <input type="checkbox"/> Minority Outreach       | <input type="checkbox"/> Foundations |
| <input type="checkbox"/> Proposal Writing        | <input type="checkbox"/> Telephone Solicitations | <input type="checkbox"/> Non-Profit Fundraising  |                                      |
| <input type="checkbox"/> Campaign Coordination   | <input type="checkbox"/> Direct Solicitations    | <input type="checkbox"/> Corporate Contributions |                                      |

### I Would Be Interested in Volunteering for Programs, Events, Activities, Meets that Meet:

- |   |                                    |  |                                     |
|---|------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Weeknights: M T W TH F ALL | <input type="checkbox"/> Weekly    | <input type="checkbox"/> 4 weeks or less | <input type="checkbox"/> 3-6 months |
| <input type="checkbox"/> Weekdays M T W TH F ALL    | <input type="checkbox"/> Monthly   | <input type="checkbox"/> 8 weeks         | <input type="checkbox"/> > 6 months |
| <input type="checkbox"/> Weekends Sat Sun           | <input type="checkbox"/> As Needed | <input type="checkbox"/> 1-3 Months      | <input type="checkbox"/> Other_____ |

**Volunteer Name:** \_\_\_\_\_

**What is the best way to contact you:** Phone Email

**Contact:** (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Email) \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**School/Employer:** \_\_\_\_\_

**Major/Occupation:** \_\_\_\_\_

Which statement best describes your interest in volunteering with the Harrison Family YMCA: (please circle)

Community Service Requirement  
Retired and/or Senior Volunteer

Community Service and Civic Minded  
Corporate Community Service and Volunteerism

Work experience in area of interest  
Educational Requirement



Date: \_\_\_\_\_  
Director Initials: \_\_\_\_\_

**Harrison Family YMCA  
One Time Volunteer Request**

**VOLUNTEER INFORMATION:**

Name of Volunteer: \_\_\_\_\_  
(as it appears on birth certificate, list any additional names)

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Home Work Cell (Circle One)

E-Mail Address: \_\_\_\_\_

Department Requested: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Number of Hours Requested: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Dates & Times Needed: \_\_\_\_\_

Event Site: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of Hours Requested: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director Signature

\_\_\_\_\_  
Date

Approved

Not Approved



Date: \_\_\_\_\_  
 Director Initials: \_\_\_\_\_

**Harrison Family YMCA  
 Departmental Volunteer Request Form  
 \*Must be accompanied by hiring/volunteer forms**

**VOLUNTEER INFORMATION:**

Name of Volunteer: \_\_\_\_\_  
 (as it appears on birth certificate, list any additional names)

Birthdate: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Home Work Cell (Circle One)

E-Mail Address: \_\_\_\_\_

Department Requested: \_\_\_\_\_

Volunteer Position: \_\_\_\_\_

Number of Hours Requested: \_\_\_\_\_

Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**EVENT INFORMATION**

Name of Event: \_\_\_\_\_

Dates & Times Needed: \_\_\_\_\_

Event Site: \_\_\_\_\_

Event Description: \_\_\_\_\_

Number of Hours Requested: \_\_\_\_\_

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

\_\_\_\_\_  
 Director Signature Date

Approved

Not Approved



**HARRISON FAMILY YMCA  
INDIVIDUAL VOLUNTEER TIME SHEET**

**Volunteer Name**

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**Month:** \_\_\_\_\_

Please use a separate line for each program or service area.

Please return to \_\_\_\_\_ by the \_\_\_\_\_ of the month.

Date	Program/Department/Event	Position/Activity	Time		Total Hours
			In	Out	

**Total Hours This Month:**

Highlights or success stories this month:

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Suggestions or ideas for improving the program, YMCA, your assignment, etc.:

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Director Signature**

\_\_\_\_\_  
**Date**

## SPORTS DEPARTMENT VOLUNTEER OPPORTUNITIES



All Sports Volunteers will report directly to the Sports Director.

### **Youth Sports Coach**

Year Round, minimum age requirement: 18 years as Head Coach, 16 years as Assistant Coach  
Some experience required.

#### Basketball:

- July-August Hot Hoops (ages 6-16)
- December-February Winter Season (ages 3-16)

#### Flag Football:

- March-May (ages 4-12)

#### Soccer:

- March-May (ages 3-9)

All sports require a one hour practice per week and a one hour game (6 games per season).

No prior experience required. Volunteer coaches are required to go through Raptor Screening and attend a mandatory coaches meeting prior to the start of the season.

### **Game Set-Up/Clean-Up Crew**

Year round during sports program seasons, no age requirement

On game days volunteers will be required to help set up the field/gym area for games that day. This will include signage, goals, equipment, re-lining fields if necessary, trash pick up, and parking attendant if necessary. Volunteer will keep up with maintenance of facility before, during, and after the conclusion of the last scheduled game.

### **Score Keeper/Time Attendant**

Year round during sports program seasons, no age requirement

Volunteer will be trained and efficient in the use of manual and electronic score keeping for youth games. Must be attentive and have strong attention to detail. Fast paced environment, must be able to communicate with YMCA Staff Referees and Program Director.

### **Assistant Gym Monitor**

During the holiday season (Dec. 10-Jan. 5), minimum age of 18 years  
Security position, some experience required.

Volunteer will help assist the Gym Monitor in security duties of the basketball gym. Enforcing all rules and regulations, keeping maximum capacity records, and assist the gym monitor in any events.

### **Assistant Gymnastics Instructor**

Tuesdays and Thursdays year round, minimum age of 16 years  
Some experience required.

Assist the gymnastics instructor during recreational gymnastics classes. Help with crowd control and keeping participants focused during classes.



## MARKETING DEPARTMENT VOLUNTEER OPPORTUNITIES



### Event Assistant

Volunteer will assist Marketing Director with coordinating events, here at the YMCA. Tasks will include setting up tables and chairs, assisting vendors with setting up their tables, decorating, running errands to pick up things, talking to members/guests who are approaching the YMCA booth, handing out prizes, cleaning up, etc.

### Annual Campaign Chair Volunteer

Under the direct supervision of the Marketing Director, you will be the lead person overseeing the Annual Campaign. Your most important job is telling the YMCA story to friends and the community. Let them know how the Y is serving children, teens, adults, and families. Emphasize how the YMCA improves the quality of life and makes a positive difference in the community. This role will recruit all other tiers that fall under the Annual Campaign Volunteer.

### Annual Campaign Division Leader Volunteer

Under the supervision of the Marketing Director, and direct supervision of the Annual Campaign Chair, Your most important job is telling the YMCA story to friends and the community. Let them know how the Y is serving children, teens, adults, and families. Emphasize how the YMCA improves the quality of life and makes a positive difference in the community. This role will report to the Annual Campaign Chair, fundraise, recruit and manage Team Leaders.

### Annual Campaign Team Leader Volunteer

Under the supervision of the Marketing Director, and direct supervision of your assigned Division Leader, Your most important job is telling the YMCA story to friends and the community. Let them know how the Y is serving children, teens, adults, and families. Emphasize how the YMCA improves the quality of life and makes a positive difference in the community. This role will report to a Division Leader, fundraise, recruit and manage Storytellers.

### Annual Campaign Storyteller Volunteer

Under the supervision of the Marketing Director, and direct supervision of your assigned Team Leader, Your most important job is telling the YMCA story to friends and the community. Let them know how the Y is serving children, teens, adults, and families. Emphasize how the YMCA improves the quality of life and makes a positive difference in the community. This role will report to a Team Leader and fundraise for the campaign.

### Marketing Intern

Under direct supervision of Marketing Director:

- Create & update flyers/brochures
- Attend Radio Recordings with Marketing Director
- Update Website, as needed
- Update Social Media Sites, daily
- Create video footage for marketing purposes, with a photo release signed
- Assist in creating ads for telegram, etc.
- Send upcoming promotions, etc. to community calendars
- Assist in creating marketing & facility signage, as needed
- Print, Collate & Deliver Flyers to schools (quarterly)
- Deliver flyers to relevant places, as needed
- Update monthly member & staff newsletters
- Contact Monthly Loyal Member Winners, organize prizes & recognition
- Assist in collecting Y Stories from members & program participants, with signed release
- Assist with organizing events, as needed
- Attend community fairs, as needed

**MEMBERSHIP VOLUNTEER OPPORTUNITIES****Greeter**

Minimum age of 16 years

Required duties are to greet every member and guest at the front with a smile and warm wishes. Must be personable, friendly, be able to engage in conversation, and have a smile. Additional duties are to make sure the front lobby is clear of debris, chairs are in their appropriate locations, trash is picked up, and overall lobby is neat and orderly. Must also be comfortable and willing to give a tour of the facility based on membership guidelines.

**Childwatch**

Minimum age of 18 years

Volunteer is required to help assist YMCA staff in childwatch. Children range from 6 months to 12 years old. Located in the front lobby section of the Harrison Family YMCA, the volunteer will engage and play with children while parents are using the facility. Must uphold all safety standards, rules, and regulations of childwatch. First Aid/CPR/AED certification

## WELLNESS DEPARTMENT VOLUNTEER OPPORTUNITIES



### Equipment Upkeep

Volunteer will be required to assist YMCA Wellness staff in the cleaning and upkeep of all machines, weights, mats, bars, etc. Guidelines and training will be provided on site. Volunteer must be comfortable using cleaners and being around dust and dirt.

### Glow Run Volunteers

Large amount of volunteers needed for the annual Light Up the Runway Glow Run. See specific opportunities below

- *Course Set Up*
- *Greeters*
- *Cheer Crew*
- *Finish Line Attendants*
- *Parking Attendants*
- *Water Station Attendants*
- *Vendor Booth Attendants*
- *YMCA Promoter Booth Volunteers*
- *Registration Volunteers*
- *Clean Up Crew*
- *Packet Pick-Up*
- *Floater*

See Wellness or Marketing Director for specific details.

### Girls on the Run Volunteers

Looking for female volunteers to partner with elementary and middle school girls to encourage a healthy lifestyle, positive self esteem, and positive self image. Volunteer will mentor the child for 10-12 weeks in an after-school program like no other. Designed to allow every girl to recognize her inner strength, the Girls on the Run curriculum inspires girls to define their lives on their own terms. Throughout the season, the girls make new friends, build their confidence and celebrate all that makes them unique.

The Girls on the Run lessons encourage positive emotional, social, mental and physical development. Participants explore and discuss their own beliefs around experiences and challenges girls face at this age. They also develop important strategies and skills to help them navigate life experiences. We start with helping the girls get a better understanding of who they are and what's important to them. Then, we look at the importance of team work and healthy relationships. And, finally, the girls explore how they can positively connect with and shape the world. Physical activity is woven into our program to inspire an appreciation of fitness and to build habits that lead to a lifetime of health.

At the end of each three month session, the girls participate in a Girls on the Run 5k event. This celebratory, non-competitive event is the culminating experience of the curriculum. Completing the 5k gives the girls a tangible understanding of the confidence that comes through accomplishment as well as a framework for setting and achieving life goals. Crossing the finish line is a defining moment when the girls realize that even the seemingly impossible IS possible.

**AQUATICS DEPARTMENT VOLUNTEER OPPORTUNITIES****Swim Meet Timers**

Volunteer will help keep lane timing for YMCA swim team meets. Must be detail oriented. No previous experience required.

**Adaptive Swim Volunteer**

Help assist YMCA staff members in our adaptive swim program for special needs children. \*Must be approved by Director and go through the full volunteer hiring process.

## MAINTENANCE AND FACILITIES VOLUNTEER OPPORTUNITIES



All volunteers minimum age of 16 years

### **Facility Cleaning**

Volunteer will be responsible for assisting the maintenance staff in the upkeep of the building and grounds. Cleaning of the following areas:

- Windows wiped and clear
- Window sills dusted
- Floors swept
- Floors mopped
- Basketball gym floor swept
- Hallway ledges clear of debris and dirt
- Temporary lockers cleared out and sanitized (located outside the basketball gym and up on the wellness floor)
- Vacuumed rugs

### **Gymnastics Area Cleaning**

Volunteer will be responsible for vacuuming the gymnastics floor, vault strip, and entrance. In addition, volunteer will help clear trash and wipe down mats in accordance with the Maintenance Director and Sports Director guidelines and expectations.