

YMCA OF GREATER ERIE VOLUNTEER CODE OF CONDUCT

Thank you for volunteering with the YMCA of Greater Erie. We appreciate your time, talent and enthusiasm. Below is the Volunteer Code of Conduct that is used to guide volunteer actions and responsibilities. Please feel free to email volunteer@ymcaerie.org with any questions.

Volunteer Program Purpose Statement

The purpose of the Y Volunteer Program is to engage volunteers in a mutually rewarding relationship between the volunteers that donate their time, talents, skills and enthusiasm and staff who will support them in their efforts to build a stronger community through youth development, healthy living and social responsibility.

Purpose of Volunteer Code of Conduct

The purpose of these policies is to provide overall guidance, structure and direction to volunteers and staff throughout the volunteer process. This Code of Conduct does not constitute, either implicitly or explicitly, a binding contractual or personnel agreement. The Y reserves the right to change the Code of Conduct at any time and to expect adherence to the changed policy.

Definition of "Volunteer"

There are four types of volunteers for the Y.

Program Volunteers – provide leadership, instruction and/or support to a program. They are individuals that volunteer on a regular basis, typically at least once per month.

Administrative Volunteers – Individuals that volunteer in an office and assist with data entry and organization.

Special Event/Special Project Volunteers – Individuals that volunteer for one time projects (i.e. community events, clean-up projects, etc.) Groups/corporations are encouraged for special events.

Policy Volunteers – Serve on the Metropolitan Board of Directors, Branch Advisory Committee or committees for the Y.

Volunteers receive no payment, membership or discounted fees for their service. Hours invested in board or committee meetings, campaign meetings, board recruitment meetings, executive or other staff search committees etc. are all included. Hours spent in training are not included as these are reported separately. As a Y volunteer, I pledge to:

1. Be an Ambassador of the Y and represent the Y by upholding the Y's values of caring, honesty, respect and responsibility. At the Y, all program participants are treated with fairness and equality regardless of gender, gender identity, race/color, age, religion, national origin, veteran status, socio-economic status, ability/disability, or other legally protected class. Attire should accommodate participation in program activities. No clothes or items advertising alcohol, drugs, sexuality, etc. Be free of the influence of alcohol or illegal drugs during volunteer hours. Smoking or use of tobacco on Y properties is prohibited. Limit non-essential cell phone use as not to interfere with my volunteer duties.
2. Participate in program activities to the best of my ability as directed by Y staff. I will be provided directions/instructions by the Y staff and will speak with my supervisor if I have questions or concerns about my volunteer job.
3. Ensure the program participant's safety - I must not have any illness of any kind that could adversely affect participants.

4. Understand that I am free to exercise my full liberties as a citizen, including the right to express my personal convictions on issues such as social, economic, religious and political subjects. However, I must refrain from giving any impression that my views and positions are those of the Y.
5. Understand that volunteering with the Y carries an obligation to avoid situations that could produce a conflict of interest of the Y. Additionally, I may not accept any personal gifts, special payments or unusual hospitality favors.
6. Perform my duties on a regularly scheduled and timely basis. If expecting to be absent from a scheduled duty, I will inform the supervising staff member as far in advance as possible so that alternative arrangements may be made.
7. Abide by the following policies as listed below; (a) I should never be alone with program participants, staff members must be with me during program time. (b) I shall not abuse participants or staff members in any way including: physical, verbal, sexual, emotional/psychological abuse and neglect. No type of abuse will be tolerated and is cause for immediate dismissal and the incident will be reported to the appropriate authorities. (c) I will respect program participant's rights to not be touched in ways that make them feel uncomfortable, and their right to say no. Program participants should never be touched in areas that would be covered by a bathing suit, and I must be careful and respectful of other's comfort level even when giving a pat on the back or a friendly hug. (d) I will use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison, criticism and anger. I am not allowed to discipline the participants; this responsibility is for staff only. (e) I should report to my volunteer supervisor any concerns regarding staff, participants or other volunteers.
8. Under Pennsylvania State Law, volunteers taking an integral part of a regularly scheduled program, activity, or service and accept responsibility for a child, are considered mandated reporters of child abuse. This includes unpaid (volunteers) individuals. Child abuse, according to the CPSL, includes any recent act or failure to act by a perpetrator which causes non-accidental serious physical injury, or non-accidental serious mental injury to a child under 18 years of age, sexual abuse or sexual exploitation to a child under 18 years of age, and serious neglect. "Recent" is defined as an abusive act within two years from the date ChildLine is called. Sexual abuse has no time limit. Child abuse also includes any recent act, failure to act, or series of acts or failures to act by a perpetrator that creates an imminent risk of serious physical injury to or sexual abuse or exploitation of a child under 18 years of age. The law says that mandated reporters must immediately make a report or notify the person in charge. The person in charge or the designee must make a report of suspected child abuse immediately to ChildLine at 1-800-932-0313.

By submitting this form, I agree to abide by this Code of Conduct and any violation will be reviewed by the Y and, if necessary, appropriate action taken.

I understand all the above responsibilities.

I have questions.

Name: _____

Date: _____

Parent/Guardian (volunteers under 18) _____

Date _____