



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

## RARITAN VALLEY YMCA VOLUNTEER APPLICATION

Thank you for considering the YMCA as a place to donate your time and talents. Volunteers are vital to the YMCA. Without them, we wouldn't be able to meet the needs of the children, families, and adults who live in the East Brunswick area and the surrounding 13 townships.

Criminal background check and other federal or state screenings for child abuse may be conducted. Screening tests for alcohol and illegal drug use may

At the YMCA we know that your time and talents are precious, and we want every minute you spend with us to be worthwhile. That's why we are asking you to take a few minutes to fill out this application. It will help us begin to make the right match between your skills and interests and the opportunities available.

You will find questions on this form about your background, former residences, places of employment, and so on. We hope that you'll understand that, unfortunately, there are a few people who apply for volunteer jobs at the YMCA for the wrong reasons. The YMCA, however, makes an active effort to prevent child abuse and protect children in our care. So even though we may know you well, we reserve the right to conduct background and reference checks on all volunteers. It's just one of the ways we help protect the children and other vulnerable people served by the YMCA.

Thanks for your cooperation in this effort and your interest in the YMCA. If you have any questions about this or any part of our application process, please contact a Director at (732) 257-4114.

<b>PERSONAL INFORMATION</b>	
Last Name, First Name	Date
Street Address	Date of Birth _____ / _____ / _____ Gender <input type="checkbox"/> Female <input type="checkbox"/> Male
City, State, Zip	Home Phone (    )
E-mail Address	Cell Phone (    )
Emergency Contact Name	Emergency Contact Phone (    )
If Volunteering as a community service requirement, how many hours needed?	Are you a member of our YMCA? Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you previously volunteered or worked for either the Child Care Center, the Raritan Valley YMCA, or any other YMCA in the state of New Jersey? <input type="checkbox"/> No <input type="checkbox"/> Yes; If yes please provide date(s) and location(s):	
Do you have any physical limitations that preclude you from performing any work you may be considered for? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, what can be done to accommodate your limitations?	
Do you have any pending charges or have you ever plead guilty or been convicted of a crime, felony, disorderly personal offense, public indecency, drunk driving offense, or any other violation of law? Do not include convictions that have been annulled, expunged, or sealed by a court. <input type="checkbox"/> No <input type="checkbox"/> If <b>Yes*</b> , please explain:	
<b>*Answering yes to the above question does not constitute an automatic bar from volunteering, but will be considered in relation to the position sought.</b>	

**Areas in which you would like to volunteer:**

- Aquatics     Clerical     Fundraising     Membership     Youth Sports  
 Childcare     Fitness     Maintenance     Special Events     Other \_\_\_\_\_

**Availability:**

- Monday/Hours \_\_\_\_\_ - \_\_\_\_\_     Tuesday/Hours \_\_\_\_\_ - \_\_\_\_\_     Wednesday/Hours \_\_\_\_\_ - \_\_\_\_\_  
 Thursday/Hours \_\_\_\_\_ - \_\_\_\_\_     Friday/Hours \_\_\_\_\_ - \_\_\_\_\_     Saturday/Hours \_\_\_\_\_ - \_\_\_\_\_  
 Sunday/Hours \_\_\_\_\_ - \_\_\_\_\_     Holidays/Preparation for Holidays

**Educational Background**

	Name & Location	Course of Study	Dates	Did you graduate?	Degree/Diploma
High School					
Trade or Business					
College					
Other					

**References**

List at least three references/persons that know you well and can attest to your abilities and sustainability for a volunteer position at the YMCA. **\*Only one (1) reference can be a family member\***

Name	Phone Number	Relationship	Years known
1.			
2.			
3.			
4.			

**Please list any Certifications, Licenses, and/or Qualifications:**

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**Employment & Volunteer History:**

Please provide the following information of you past and current employers or volunteer assignments, starting with the most recent.

<b>1. Employer/Organization</b>	<b>Phone Number</b>	<b>Dates Employed or Volunteered From</b>	<b>Summarize the type of work performed and job responsibilities:</b>
<b>Address</b>	<b>Starting/Final Job Title</b>	<b>Supervisor &amp; Title</b>	
<b>Reason for leaving:</b>			
<b>2. Employer/Organization</b>	<b>Phone Number</b>	<b>Dates Employed or Volunteered From</b>	<b>Summarize the type of work performed and job responsibilities:</b>
<b>Address</b>	<b>Starting/Final Job Title</b>	<b>Supervisor &amp; Title</b>	
<b>Reason for leaving:</b>			
<b>3. Employer/Organization</b>	<b>Phone Number</b>	<b>Dates Employed or Volunteered From</b>	<b>Summarize the type of work performed and job responsibilities:</b>
<b>Address</b>	<b>Starting/Final Job Title</b>	<b>Supervisor &amp; Title</b>	
<b>Reason for leaving:</b>			

**Computer Knowledge:** Do you know how to use a PC?  No  Yes

**Do you have any experience with the following:**

Excel  Microsoft Word  Powerpoint  Publisher  Web Design

Other \_\_\_\_\_



## VOLUNTEER JOB DESCRIPTION SUPPLEMENT

### Position: Front Desk Greeter

- **Purpose:** Greet members as they enter the building and answer any questions or inquires they may have or answer incoming phone calls. Provide tours of the facility and provide information on membership, daycare, and any other YMCA program information.
- **Essential Skills:** Volunteer must possess acceptable communication skills, phone skills, clean speech, and the ability to retain and present information. Volunteer must be willing to perform any other related task asked of them.

### Position: Maintenance Aide

- **Purpose:** Assist Maintenance workers with daily tasks including but not limited to sweeping, mopping, shoveling, monitoring locker room(s), washing windows, removing/replacing garbage, maintain hygienic amenities (toilet paper, soap, etc.), and any other duty delegated by a maintenance associate.
- **Essential Skills:** Ability to lift/exert 20 pounds, ability to work independently, attention to detail, willingness to perform duties assigned by higher maintenance official.

### Position: Child Care Assistant

- **Purpose:** Assist child care staff with day care and after school programs. Age group of children range from 6 weeks to 12 years old. Previous daycare experience preferred. Must be willing to assist with homework, teach sports, or conduct activities.
- **Essential Skills:** Applicant should present themselves as a role model for our children and possess skills as a care giver while displaying patience with our younger members. Applicant should also be able to handle fast paced environment, groups of children, and multiple activities. CPR Certification preferred.

### Position: Childcare Reader

- **Purpose:** Assist child care staff by reading a story to our preschool age children, and then assisting in the classroom by creating and implementing a craft project and lesson related to the story.
- **Essential Skills:** Applicant should present themselves as a role model for our children and possess skills as a care giver while displaying patience with our younger members. Applicant should also be able to handle fast paced environment, groups of children, and multiple activities. CPR Certification preferred.

### Position: Camp Assistant (Ages 16+)

- **Purpose:** Assist child care staff with regular day camp or specialty camp programs. Age group of children range from 5 years to 13 years old. Previous camp experience preferred. Must be willing to assist in teaching sports, setting up equipment, singing camp songs, and conducting activities.
- **Essential Skills:** Applicant should present themselves as a role model for our children and possess skills as a care giver while displaying patience with our younger members. Applicant should also be able to handle fast paced environment, groups of children, and multiple activities. CPR Certification preferred.

### **Position: Camp Specialist (Ages 16+)**

- **Purpose:** Volunteer with expertise in a skill or knowledge in a field who will implement a program or lesson to teach children about that skill or field. Will work closely with Program Director and Camp Staff to create a program or lesson that would cater to children's interests. Age group of children range from 5 years to 13 years old.
- **Essential Skills:** Applicant should present themselves as a role model for our children and possess skills as a care giver while displaying patience with our younger members. Applicant should hold expertise in a particular field or skill and be able to instruct children. Examples of expertise or knowledge include music, sciences, outdoor living skills, sports, or art. Applicant should also be able to handle fast paced environment, groups of children, and catering to children's educational levels.

### **Position: Fitness Attendant**

- **Purpose:** Volunteer will work with fitness staff in order to assist in the maintaining of the fitness center and all of its components. This includes monitoring fitness center floor, assisting members with questions and inquiries regarding wellness, maintaining fitness amenities (towels, disinfectant spray), monitoring fitness equipment for malfunctions, maintaining a clean environment, assisting with group exercise classes and preparation, and any other duties mandated by the fitness staff
- **Essential Skills:** Applicant must be able to lift/exert up to 50 pounds. Must be willing to accommodate the needs of our members regarding wellness. Fitness/Maintenance experience preferred. CPR Certification also preferred.

### **Position: Sports Instructor Assistant**

- **Time Needed:** 5:00 -7:00 pm Saturdays
- **Purpose:** Assist instructor with teaching exercise/youth sport class. Deals with ages 3 to teenagers. Classes include basketball, tennis, soccer, or fitness and possibly more depending on the season.
- **Essential Skills:** Ideal candidate will possess sports background. Teaching and coaching skills are also a plus.

### **Position: Swim Instructor Aide**

- **Time needed:** 10:00 am – 12:00 pm Sundays and throughout the summer
- **Purpose:** Assist our swim instructors with conducting our swim lessons for our members including youth and adult.
- **Essential Skills:** Ability to take directions from head instructor. Willingness to learn and teach. Prior swim team or instructor a plus

*The Raritan Valley YMCA seeks responsible individuals who have interest and/or expertise to serve on a policy making committee in an advisory role on either the YMCA Board of Directors, the YMCA Finance Committee, the YMCA Program & Marketing Committee, the YMCA Building & Grounds Committee, and the Leadership (Human Resources) Committee.*

**Position:** Raritan Valley YMCA Committee Member (Any of the previously mentioned committees)

Functions of the committee:

- A. To fulfill the tasks of the annual “chart of work” each calendar year that lists the objectives or work to be done within the calendar year.
- B. To utilize all Committee, Board, Staff, and Community resources to accomplish the chart of work
- C. To evaluate the committees work annually against goals and objectives
- D. To cooperate with and communicate to other committees; ideas, information, concerns, etc.
- E. To report to the Board of Directors regularly on work accomplished and on problems that are anticipated and/or met

Duties of Individual Committee Members:

- F. To become familiar with the YMCA’s work and connect it to the community. Have interest or expertise in committee’s focus.
- G. To serve in the best interests of the YMCA using one’s time and talent
- H. To attend meetings regularly. Most committees meet quarterly

YMCA Project Volunteers:

- I. Building and Grounds: We seek those with landscaping, electrical, plumbing, construction, maintenance, or repair skills to make minor repairs or improvements. Especially seeking a “Mr. or Mrs. Fix It”
- J. IT or Data Specialists: To help with YMCA computer infrastructure, technological recommendations, repairs, websites, social media outlets, etc.
- K. Marketing & Communications Specialists: To help develop and/or maintain a marketing plan to the general public and membership
- L. Corporate Work Group

**\*Note:** Any collegiate student applying for a volunteer position at the Raritan Valley YMCA can obtain collegiate credits through an unpaid internship occupying one of these roles as long as the student provides the appropriate paperwork\*