



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

VOLUNTEER Screening & Training Requirements

Appropriate levels of volunteer screening is largely related to a volunteer’s access to and involvement with children. Volunteers should be supporting the YMCA in areas where the YMCA does not usually pay a staff member to perform that position. Volunteers are best utilized to support staff positions, not replace a paid position.

Level	Type of Volunteer	Detailed Definition of Volunteer	Best Child Safe Practices for Processing Volunteer
L1	Occasional Volunteer: event volunteer, guest reader, work party, student class observation, or guest presenter	One day or total time less than eight hours. Limited direct contact with minors and NEVER alone with minors.	<ul style="list-style-type: none"> Volunteers sign in with a liability waiver
L2	Policy Volunteer: Board or Committee member, volunteer campaigner (Administration Only)	Policy Volunteer that has no contact with children other than meeting in a Y facility.	<ul style="list-style-type: none"> Job Description Interview Board Approval New Board Member Orientation
L3	Parent Volunteer: Childcare classroom support or field trips, Parent-Child Program organizational leadership. These volunteers are a parent or guardian of a child in the program.	Volunteers more than 8 hours or on a regular basis. They volunteer when their children are present, however there is access to other children. Must be parent or guardian (not family member). Staff or other children’s parents are required to be present also.	<ul style="list-style-type: none"> Volunteer Application Volunteer Release of Liability Volunteer Disclosure Authorization On-line Background Check (with ID verification) Volunteer Code of Conduct Volunteer Position Description/Manual Online Volunteer Child Abuse Training Any VIP or school site requirements TB test if volunteering at a licensed site more than 16 hours per week
L4	Youth Sports Coach: Parent or Non-Parent Volunteer: May or may not be a parent of a child in the program.	Volunteers on a regular basis in a program where staff and/or parents are responsible for supervision of the children while they participate in the program.	<ul style="list-style-type: none"> Volunteer Application Volunteer Release of Liability Volunteer Disclosure Authorization On-line Background Check (with ID verification) Volunteer Code of Conduct Volunteer Position Description/Manual Attends Coaches Training

			<ul style="list-style-type: none"> • Online Volunteer Child Abuse Training
L5	<p>Volunteer in a branch: No direct contact with children</p> <p>Community Service, Interns, Greeters, etc.</p>	<p>Adult/Senior Branch or Volunteer who has limited interaction with children other than being in the same facility. Has no direct supervisory and/or disciplinary relationship over minors.</p>	<ul style="list-style-type: none"> • Volunteer application • Interview • Volunteer Release of Liability • Volunteer Disclosure Authorization • On-line Background Check (with ID verification) • Volunteer Code of Conduct • Volunteer Position Description/Manual • Online Volunteer Child Abuse Training
L6	<p>Program Volunteer: Direct contact with children</p>	<p>Program Volunteer that has potential interaction with children and therefore has supervisory and/or disciplinary relationship over minors.</p>	<ul style="list-style-type: none"> • Volunteer application • Interview • Volunteer Release of Liability • Volunteer Disclosure Authorization • Reference Check • Live Scan Fingerprint Background Check • Volunteer Code of Conduct • Volunteer Position Description/Manual • Online It Happened to Me • Online Volunteer Child Abuse Training • Any VIP or school site requirements • TB test if volunteering at a licensed site more than 16 hours per week
L7	<p>Mentor/Teen Advisor: Direct interaction with children and therefore has supervisory and/or disciplinary relationship over minors. Youth Institute, Y&G Advisor or Mentor.</p>	<p>Volunteer who has direct interaction with children and therefore has supervisory and/or disciplinary relationship over minors. Volunteering and having one on one contact or outside contact with children and/or access to personal information on children.</p>	<ul style="list-style-type: none"> • Volunteer application • Interview • Volunteer Release of Liability • Volunteer Disclosure Authorization • Reference Check • Live-scan Fingerprint Background Check • Volunteer Code of Conduct • Volunteer Position Description/Manual • Volunteer Specific Training - minimum of 6 hours • Online It Happened to Me • Online Volunteer Child Abuse Training • Any VIP or school site requirements
L8	<p>Camp Volunteer: Direct interaction with children and therefore has supervisory and/or disciplinary relationship over minors. Cabin Counselor, Camp Nurse, etc.</p>	<p>Program Volunteer that has interaction with children and therefore has supervisory and/or disciplinary relationship over minors. Possibility of volunteer having one on one contact with children and/or access to personal information on children.</p>	<ul style="list-style-type: none"> • Volunteer application • Interview • Volunteer Release of Liability • Volunteer Disclosure Authorization • Reference Check • Live-scan Fingerprint Background Check • Volunteer Code of Conduct • Volunteer Position Description/Manual • Volunteer Position Specific Training - minimum of 6 hours • Online It Happened to Me • Online Volunteer Child Abuse Training • Online Camp Child Safety Training

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