



Portage Township YMCA Volunteer Policies & Procedures Guide

Introduction and General Information

The YMCA stands for the Young Men's Christian Association, and it has a long-standing, rich history throughout the world. It was founded in London on June 6, 1844 by George Williams. The first YMCA was formed as an outreach to men on the streets. They offered Bible studies and prayer. Throughout history, YMCAs have adapted their services to fit the needs of the communities they serve.

Did you know that volleyball and basketball were invented at YMCAs? At the International YMCA Training School in December 1891, James Naismith invented the game of basketball, doing so at the demand of Luther Gulick, the director of the school. He invented the game to occupy the time of some of the students at the school who had gotten too violent with their rugby and football games. Volleyball was invented at the Holyoke Massachusetts YMCA in 1895 by William Morgan, an instructor at the Y who felt that basketball was too strenuous for businessmen.

Today, our Portage Township YMCA is carrying on that same tradition. We are constantly thriving to offer new and efficient programs to serve our community. Currently, there are YMCAs in over 124 countries throughout the world. Each YMCA is run differently, yet they are all alike in mission:

"Putting Christian principles into practice through programs that build spirit, mind, and body for all."

The four core values of the YMCA are: Caring, Honesty, Respect, and Responsibility. Our Y chose to add a fifth value, Faith, to our four. These values are incorporated into each YMCA program to constantly remind our staff and members about the Christian values we are here to uphold.



Information & Placement

Each volunteer will be given the opportunity to express and discuss with the Volunteer Coordinator where their time would be most valuably spent for both themselves and the YMCA. This appointment will be set for a mutually agreeable time between the Volunteer Coordinator and the volunteer. After this meeting, the Volunteer Coordinator will discuss and attempt to retrieve approval from the corresponding Department Head about the volunteer's helping in their program. Only Department Heads may approve a volunteer's presence in their program.

Background Check & Training

Any person, whether staff member or volunteer, who is working with children is required by Indiana State Law to submit to a full background check. Before you are placed into a volunteer opportunity, you must sign your consent for the Portage Township YMCA to have a background check run on you, using the information that you have provided.

All volunteers must attend a CPR and Basic First-Aid training when it is made available free of charge to you. You must also attend the Child Abuse Prevention training if you are working with children in any capacity, free of charge to you. The Portage Township YMCA does random drug testing of both staff and volunteers. You must sign your consent to submit to a drug-test if called upon by the Y to do so.

Tracking of Hours

Hours will be tracked through United Way. Each Volunteer will come in the coordinator's office every other Friday and track hours with United Way, at www.nwivolunteers.org.

Conflict Resolution Procedures

Like many other organizations, the Portage Township YMCA operates on a chain of command basis. This means that if an employee has an issue, they must go directly to their supervisor. As volunteers, you will be welcomed to the YMCA with the same regard as staff members. You will also be held accountable in many of the same ways. If there is an issue that arises between yourself and a staff member, you should first try to work that out. If it is irreconcilable on that level, you may report it to the Volunteer Coordinator, whom will serve as an advocate on your behalf.

Call-Off Procedures

The YMCA operates on five core values, all of which should be considered when one needs to call off their service at the YMCA. Please be respectful,



responsible, caring, and honest when you call to let the staff know that you will not be there. Please let them know in enough time (if possible, at least 2 hours before your usual time of arrival) so that they may make other arrangements, if necessary.

Dress Code

The Portage Township YMCA is a family-oriented organization. We strive to build strong kids, strong families, and strong communities. Although you will be given a copy of the dress code for your particular department, we ask that you use your best judgment to wear clothing that fits you appropriately, does not show any inappropriate parts of your skin or body, and wear your volunteer badge at all times.