



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Counselor in Training Ages 15-17

Cumberland Cape Atlantic YMCA CIT REGISTRATION General Information 2018

CIT's Last Name: _____ CIT's First Name: _____

Address _____ City, State, Zip _____

Birth Date: ___/___/___ Male Female

Home Phone _____ Cell Phone _____

Age as of June 18th, 2018 _____ E-mail Address _____

PLEASE
ATTACH
PHOTO

CIT Program Overview:

The CIT Program's objective is to give older teenagers (15-17yrs old) the opportunity to learn and grow in a safe program. The CIT's will be taught real-life job skills during the summer; including teambuilding, leadership, communication, child development, planning, and management skills. CIT's will be given training and attend some staff meetings.

This program is very selective, because applicants will be given great responsibility throughout the summer.

CIT Expectations:

1. Model the four character traits: Respect, Responsibility, Caring, and Honesty
2. Be consistent in attendance and reliability
3. Attendance at mandatory meetings and trainings
4. Positive attitude: ready to have fun and impact the lives of youth!

Application Process:

1. Fill out the regular CIT and Volunteer application packet. CIT must be present for at least 9 of the weeks and on a regular schedule if you are chosen. Any planned vacations need to be told to us ahead of time as well.
2. Attach your essay which must be at least 3-4 paragraphs long. Please answer the following questions:
How can you impact a younger child's life for the better this summer?
What would you like to benefit from being a Counselor in Training?
3. Applicants will be called by the camp directors to schedules interviews. If there are too many applicants for the program interviews will be the deciding factor.

By signing this paper I, _____, understand that my CIT will be participating in the CIT Program. I understand that if my CIT does not contribute positively to the camp experience they will be asked to leave. I also understand that this is an unpaid position for my child.

Parent/Guardian Signature

Date

By signing this paper I, _____, understand that I am taking part in a unique summer experience. I will be a positive role model for other campers. I will complete my responsibilities to the best of my abilities. I understand that if I do not comply with the rules of the CIT Program that I will be asked to leave.

CIT Signature

Date





FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

**Cumberland Cape Atlantic YMCA of Vineland
Volunteer Application**

DATE: _____ **MEMBERSHIP TYPE:** _____
NAME: _____ **EMPLOYER/SCHOOL:** _____
ADDRESS: _____ **OCCUPATION:** _____
CITY, ZIP: _____ **SEX:** _____
DATE OF BIRTH: _____ **MARITAL STATUS:** _____
HOME PHONE: _____ **EMERGENCY CONTACT:** _____
CELL PHONE: _____ **EMERGENCY PHONE:** _____

WHO REFERRED YOU TO VOLUNTEER AT THE YMCA? _____

LIST DAYS AND TIMES YOU ARE AVAILABLE TO VOLUNTEER:

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

PLEASE LIST PROFESSIONAL SKILLS: _____

PLEASE LIST INTERESTS/ACTIVITIES: _____

VOLUNTEER OPPORTUNITIES AVAILABLE (PLEASE CHECK ALL AREAS INTERESTED IN):

Pool Assistant	_____	Gardening	_____
Babysitting Assistant	_____	Housekeeping	_____
Child Care Assistant	_____	Maintenance	_____
Camp Assistant	_____	Clerical	_____
Preschool Fitness Assistant	_____	Photographer	_____
Greeter	_____	Tour Guide	_____
Special Events	_____	Other	_____
Fitness Assistant	_____	Youth Sports	_____

EMPLOYMENT HISTORY

Dates of Employment (Start with most recent)	Company Name and Address (City, State Zip)	Immediate Supervisor Name and Phone Number	Position Held	Reason for Leaving Position
Started ____/____/____ Ended ____/____/____				
Started ____/____/____ Ended ____/____/____				
Started ____/____/____ Ended ____/____/____				

VOLUNTEER HISTORY

Dates of Volunteering (Start with most recent)	Company Name and Address (City, State Zip)	Immediate Supervisor Name and Phone Number	Duties	Reason why you are no longer volunteering with this organization
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				
Started ___/___/___ Ended ___/___/___				

References

List at least four references/persons that know you well and can attest to your abilities and suitability for YMCA volunteer eligibility (*one reference must be a family member*).

Name	Phone Number	Relationship to you	Years Known
1.			
2.			
3.			
4.			

VOLUNTEER AGREEMENT

Procedures for Volunteers

Procedures for Reporting Suspicious or Inappropriate Behaviors or Policy Violations

Because our organization is dedicated to maintaining zero tolerance for abuse, it is imperative that every volunteer actively participates in the protection of youth. In the event that volunteers observe any suspicious or inappropriate behaviors and/or policy violations on the part of other staff or volunteers, it is their personal responsibility to immediately report their observations.

Remember, at our organization, the policies apply to everyone.

Examples of Suspicious or Inappropriate Behaviors Between Volunteers and Youth

- Violation of the abuse prevention policies described above
- Seeking private time or one-on-one time with youth
- Buying gifts for individual youth
- Making suggestive comments to youth

- Picking favorites

All reports of suspicious or inappropriate behavior with youth will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected. If volunteers witness suspicious or inappropriate behaviors or policy violations from another staff or volunteer, the volunteer is instructed to do the following:

Guidelines for Volunteer Response to Suspicious or Inappropriate Behaviors and/or Policy Violations

- Interrupt the behavior.
- Report the behavior to a supervisor, director, or other authority.
- If you are not comfortable making the report directly, make it anonymously.
- If the report is about a supervisor or administrator, contact the next level of management.
- Document the report but do not conduct an investigation.
- Keep reporting until the appropriate action is taken.

**Procedures for Responding to Allegations or Incidents of Abuse
Volunteer Response to Abuse**

As required by mandated reporting laws, volunteers must report any suspected abuse or neglect of a youth—whether on or off organization property or whether perpetrated by staff, volunteers, or others—to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability as long as the report was made in good faith and without malice. **Refer to state specific mandated reporting requirements for definitions of abuse more specific reporting information.*

In addition to reporting to state authorities, volunteers are required to report any suspected or known abuse of youth perpetrated by staff or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

1. Immediate supervisor
2. Directors
3. Administrators

Additional Guidelines for Volunteer Response to Incidents or Allegations of Abuse

- If you witness abuse, interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell to you.
- Protect the alleged victim from intimidation, retribution, or further abuse.
- Immediately report the allegation or incident to the proper authorities (based on mandatory reporting requirements) and the designated organization authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse. State only the facts.
- It is not your job to investigate the incident but it **IS** your job to report the incident to your supervisor in a timely manner.

- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

Youth-to-youth sexual behaviors can include inappropriate touching, exposing body parts, using sexualized language, making threats of sexual activity, engaging in sexual activity, and similar types of interactions.

If volunteers witness youth-to-youth sexual behaviors, they are instructed to follow these guidelines:

Responding to Youth-to-Youth Sexual Activity

Guidelines for Volunteers Responding to Youth-to-Youth Sexual Activity

- If you observe sexual activity between youth, you should immediately separate them.
- Calmly explain that such interactions are not permitted and separate the youth.
- Notify your supervisor.
- Complete the necessary paperwork including what you observed and how you responded.
- Follow your supervisor's instructions regarding notifying the authorities and informing the parents of the youth involved.
- In some cases, if the problem is recurring discipline may be required. This discipline could include not allowing one or both youths to return to the program.

STATEMENT OF UNDERSTANDING

I understand that I will cooperate fully with any investigation and that failure to do so may be grounds for termination of my volunteer position. I hereby agree to abide by all rules and regulations promoted by the Cumberland Cape Atlantic YMCA of Vineland.

Volunteer Signature: _____ **Date:** _____

Volunteers under 18 years of age must have parental permissions. Please signify permission by signing below.

Parent/Guardian Signature: _____ **Date:** _____

INFORMED CONSENT/LIABILITY WAIVER AGREEMENT

I/We do hereby waive, release and forever discharge the YMCA of Vineland and its officers, agents, employees, representatives, executors and all others from any and all responsibilities or liability for injuries or damages resulting from my participation in any activities at said facility. I/We, the undersigned, have read, understood and agree to the conditions outlined above.

Signature of Applicant: _____ **Date:** _____

Signature of Parent/Guardian: _____ **Date:** _____

(Required for anyone under 18 years of age)



Cumberland Cape Atlantic YMCA Code of Conduct & Child Protection Policy

The CCA YMCA has established the following Conduct Policy for all CCA YMCA employees and volunteers:

1. At all times staff/volunteers are required to adhere and comply with all written and stated policies of the CCA YMCA. This includes the Mission and Character Values of Caring, Honesty, Respect and Responsibility.
2. Although the CCA YMCA does not discriminate or interfere with the lifestyle of its employees, it does require that in the performance of their job they will abide by the standards of conduct set forth by the YMCA.
3. To have regular attendance (*i.e.*, to be at work every day); to be on time for work (*i.e.*, to be at his or her work station, ready to begin work, at the scheduled starting time); to be physically and mentally prepared for the job to be done; to put in a full day's work; to recognize and respond positively to supervision; to learn the job at hand, as well as new jobs; to modify work habits and schedules (as required); to respond to the operational needs of the CCA YMCA and the needs of its clients; and to cooperate with fellow employees and all others with whom work-related interactions occur.
4. Staff must appear clean, neat and appropriately attired.
5. The YMCA reserves the right to review an employee's public My Space/Blog/Facebook, etc. sites. Employees may be subject to disciplinary action, up to and including termination, if the sites are deemed inappropriate and do not meet YMCA values.
6. The CCA YMCA reserves the right to take any corrective action it deems appropriate where, in its opinion, an employee fails to adhere to the Standard of Conduct, or in any other way acts in contradiction of the interests of the CCA YMCA or its clients, or interferes with the relationships between the CCA YMCA and its clients, its employees, and the public-at-large. Corrective action will generally take the form of progressive discipline (*i.e.*, reprimand/suspension/discharge). However, the seriousness of an employee's conduct -- as determined exclusively by CCA YMCA -- will determine the severity of any disciplinary action.

The following list identifies -- by way of examples, but not limitation -- a number of *typical* types of conduct for which the more severe penalties of suspension or discharge may be imposed by the CCA YMCA:

- a. Falsification of employment application, personnel record, payroll record, or other record.
- b. Violation of CCA YMCA's policies prohibiting unauthorized disclosure of confidential and proprietary information and recruiting YMCA participants to another competitive business or activity.
- c. Theft and other forms of dishonesty, including (but not limited to) the unauthorized use of CCA YMCA's time, material, equipment, or property.
- d. Inappropriate language and jokes, sarcasm, sharing intimate details of one's personal life and any kind of harassment in the presence of YMCA members, children or parents is prohibited.
- e. Any conduct that is deemed to be physically, emotionally, verbally or sexually abusive
- f. The carrying, use or threatening to use any weapon while on duty or on the premises
- g. Discrimination against or harassment of a co-worker, supervisor or participant/member because of race, color, age, creed, sex, sexual preference, national origin or handicap.
- h. Violation of safety and security procedures.
- i. Obtaining employment through the use of false statements.
- j. Defaming a YMCA representative or a fellow employee.
- k. Insubordination in any form.
- l. Violation of CCA YMCA's "zero tolerance" drug and alcohol policy when on-duty or interacting with YMCA participants.
- m. Use of threatening, intimidating, coercive, harassing, abusive, or vulgar language, or engaging in any actual or threatened inappropriate conduct directed toward any CCA YMCA client, employee, or others with whom work-related interactions occur, regardless of where or when the use of such language or conduct occurs.

- n. Fighting, horseplay, practical jokes, or other disorderly conduct which either does, or has the potential to, result in property damage or injury to a CCA YMCA employee or others.
- o. Sleeping on the job or otherwise neglecting job duties.
- p. Engaging in any other conduct which -- in CCA YMCA's sole discretion -- has a detrimental effect on CCA YMCA or its clients.
- q. Smoking or use of tobacco is not permitted on CCA YMCA property.

Your position with the YMCA may not involve working directly with children, but it is important to the YMCA that ALL staff members are aware of the expectations and approved conduct for staff and volunteers who interact with youth. It is likely that you will encounter children and/or youth programs throughout your role at the YMCA, and as a YMCA staff/volunteer you are a crucial component of creating an abuse-free zone at the YMCA. Be aware of the following standards regarding conduct with children:

7. In order to protect the CCA YMCA staff, volunteers and program participants, at no time, during a structured YMCA program may a staff person be alone with a single child where others cannot observe them. As staff supervises children, they should space themselves in a way that other staff can see them. Volunteers will never be alone with children without a staff member present.
8. Within a YMCA program, staff shall never leave a child unsupervised. Children must always be within sight and sound of a staff member. Staff will utilize face counts (formally head counts) attendance and the "rule of three" (*where a staff member is one of the three*) during all transitions. During YMCA programs, all children must be supervised at all times in order to prevent sexual contact and aggression.
 - a. The "rule of three" specifies that there should always be at least three people present – i.e., one employee and two children or two employees and one child, NOT three or more children unsupervised.
 - b. Resident camps will follow state guidelines, at minimum.
 - c. All staff/volunteers will complete a Child Abuse Prevention training (degree of training depending upon position/department) as required by the CCA YMCA within the approved time period.
9. Parental permission must be given to take photos of YMCA participants. The use of personal cell phones to photograph YMCA participants is prohibited. Staff cannot use photographs taken at YMCA programs and/or of YMCA participants for any personal use. Such photographs may only be used by the YMCA for purposes directly related to the program or to the YMCA.
10. Staff and volunteers should not have outside contact with children they meet in YMCA programs or at the YMCA and should never be alone with children they meet at the YMCA outside the YMCA. This includes babysitting, sleepovers, inviting children to your home and any contact via electronic means. Staff and volunteers are expected to notify the YMCA if a pre-existing relationship with a child or family exists.
11. Staff/volunteers are not allowed to contact any youth members or program participants for non-related YMCA communication via personal contacts, including, but not limited to email, instant messaging, text messaging, cellular/regular phone, social networking pages or other communication vehicles. Staff will not share their personal contact information with any children participating in YMCA programs.

Any and all contact made by the YMCA shall be directed to a responsible adult and made ONLY via approved YMCA issued communication accounts, such as, but not limited to, phone/cell phone, YMCA email account, YMCA approved/sanctioned social networking page or web site.
12. Restroom supervision for programs: When multiple children are in the bathroom or locker room, YMCA staff members will be standing in the doorway so they can have at least auditory supervision of the children. This policy allows privacy for the children and protection for the staff (not being alone with a child). The same bathroom supervision standards apply to off-site locations as well.
13. Staff will respect children's rights to not be touched in ways that make them feel uncomfortable, and their right to say "no". Other than diapering or safe instructional methods, children are not to be touched on areas of their bodies that would be covered by a bathing suit.
14. Staff are not allowed to transport children in their own vehicles.

15. Staff/volunteers will not give gifts (even small gifts), ask children to keep secrets, or show favoritism to certain children. All will abide by the YMCA's approved physical and verbal guidelines set forth for interactions with youth (regarding sitting on laps, frontal hugs, secrets, tickling, etc).
16. Under no circumstances should staff release children to anyone other than the authorized parent, guardian, or other adult authorized by the parent or guardian (written parent authorization on file with the YMCA). Drop-off and pick-up procedures must always be followed and IDs must be verified.
17. Staff may not date employees, members or program participants under the age of 18.
18. Staff should not abuse children, including:
 - Physical abuse: strike, shake, slap
 - Verbal abuse: humiliate, degrade, threaten
 - Sexual abuse: inappropriate touch, exploitation, verbal exchange
 - Mental abuse: shaming, withholding love, cruelty
 - Neglect: withholding/forcing food, water, basic care, etc.
19. Staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than competition, comparison and criticism.
 - a. Staff will have age appropriate expectations and set up guidelines and environments that minimize the need for discipline.
 - b. Physical restraint (supportively holding a child in the least restrictive way) is used only in pre-determined situations (necessary to protect the child or other children from imminent danger). All incidents must be immediately reported to your supervisor, parent notified (always maintaining confidentiality) and documented.
20. Staff should report any concerns about a child's physical condition, noting any fever, bumps, bruises, burns, etc. to the YMCA management. Questions or comments will be addressed to the parent or child in an open-ended, non-threatening way. Any questionable marks or responses will be documented and reported to the YMCA management.
21. Staff shall respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, culture or marital status.
22. Staff will be a positive role model for youth by exhibiting professionalism in all interactions, portray an attitude of respect, loyalty, patience, courtesy, tact, maturity and always maintain confidentiality to children and families.
23. Staff are required to read and sign all policies related to preventing, recognizing, responding, and documenting and reporting child abuse and attend trainings on the subject, as instructed by a supervisor.
24. All YMCA staff are mandated by law to report all incidents of suspected abuse or neglect of children under the age of 18. YMCA staff will report to their supervisor any indication of or warning signs concerning abuse involving a child, inappropriate behavior by a staff member/volunteer, AND any instances of staff **violating this Code of Conduct**. YMCA staff who identify suspicious behavior or a violation of policy by a fellow staff person must report the event to their supervisor or next/lateral chain of command and/or to the Human Resource Department immediately.
25. Staff must be free of physical and psychological conditions that might adversely affect children's physical or mental health. If in doubt, an expert should be consulted.

I have read and understand the above as explained to me; I agree to abide by all of its conditions. I understand that any violation of this Code of Conduct may result in termination.

Employee/Volunteer Signature

Date

Employee/Volunteer Name Printed

Supervisor

Date

HR Director