

California YMCA Youth & Government Expectations of Volunteers

Listed below are California YMCA Youth & Government's basic expectations of volunteer staff. These expectations are meant to help protect volunteer staff and participants.

1. In order to protect volunteers and participants, at no time is a volunteer to be alone with a single participant where others cannot reasonably observe them. For example an elevator is fine, but a hotel room is not. If you need to meet with a participant, do it in plain view of others or with at least one other volunteer/advisor present.
2. Volunteers shall not abuse participants, including:
 - a. Physical Abuse – shaking, slapping, etc . . .
 - b. Verbal Abuse – humiliate, degrade, and threaten
 - c. Sexual Abuse – inappropriate touch, verbal exchange or electronic exchange
 - d. Mental Abuse – shaming, cruelty
 - e. Neglect- withholding food/water/restroom privilegesAny type of abuse will not be tolerated and may be cause for immediate dismissal.
3. Volunteers must respond to participants/advisors with respect and consideration and treat all of them equally, regardless of sex, race, religion, culture or sexual preference.
4. Volunteers are to help foster a safe environment for participants to express their views.
5. Volunteers must abide by the Code of Conduct and Dress Code at all times during conferences.
6. Smoking, using or being under the influence of alcohol or illegal drugs during conferences/volunteer hours is prohibited and can result in termination.
7. Profanity, inappropriate jokes, sharing of intimate details of one's personal life and any kind of harassment in the presence of participants is prohibited. Serious conversations regarding sensitive topics are acceptable as long as they are serious in intent and tone.
8. Volunteers will portray a positive role model for youth, by maintaining a positive, supportive attitude and by being courteous and respectful.
9. Volunteers must complete their online child abuse recognition training prior to attending their first conference.
10. Before their first conference is over, volunteers must be finger printed.
11. Lead Volunteers are expected to recruit their own volunteers. All recruits must be approved by the Core Staff prior to them becoming staff.
12. Volunteers must submit reimbursement requests within 30 days of when the conference started.

13. While emergencies do happen, volunteers are expected to submit travel requests at least 18 business days prior to the travel needed.
14. Volunteers are expected to arrive to sessions 15 minutes prior to the start of their session, ready to go.
15. If leading a session, volunteers are not to release participants more than 5 minutes before the scheduled end of their session.
16. Participants are to be supervised at all times.
17. Volunteers should not meet with current participants outside of the program, unless they have a previous relationship with the participant (family friend, relative, employee, coach, etc) and permission from the participant's parent/legal guardian.
18. All solicitations for donations of money or goods must be coordinated through the California YMCA Youth & Government Development Office at 916-756-0230 x 106.
19. Non-conference communication with participants:
 - a. Volunteers are to cc participant's lead advisors on all e-mails and California YMCA staff on all mass e-mails.
 - b. Lead staff should use their program's calymca e-mail address. If Lead staff don't currently have a calymca e-mail address, we can provide you one.
20. Social Media
 - a. California YMCA Youth & Government strongly discourages volunteers from accepting friend requests from minors.
 - b. If programs use a Facebook group, or equivalent, to communicate with participants, please notify California YMCA Youth & Government staff and please add them as an admin or equivalent.

I have read and understand the Expectations of Volunteers.

Printed Name

Signature

Date