

VOLUNTEER APPLICATION

Name: _____
First Last M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date of birth: ____/____/____

Days/Times Available: _____

Education

High School: _____

From: ____ To: ____ Did you graduate? YES NO

College: _____

From: ____ To: ____ Did you graduate? YES NO Degree: _____

References

Please list two personal references.

Name: _____ Relationship: _____
Phone: _____

Name: _____ Relationship: _____
Phone: _____

Employment

Company: _____ Phone: _____

Address: _____

Responsibilities: _____

From: ____ To: _____

Disclaimer and Signature

I understand that the primary role of a volunteer is to support the mission of Midcoast Youth Center. I am not placed in a disciplinary role with youth. I also understand that I am not at MYC to evaluate teachers or staff. All information about students is federally protected, and I clearly understand that I cannot share personal or private information regarding students with others. Sharing such information is not only a violation of this law; it also places me in a position of being held accountable for such confidentiality breach. My signature below constitutes an understanding of the above statement and authorizes MYC to conduct a background check on me for the safety and well-being of the students. I have read and accept all the terms of the MYC Volunteer Policy.

Signature: _____ Date: _____

VOLUNTEER POLICY

1. QUALIFICATIONS

- a. Other than youth participant volunteers who participate as part of Midcoast Youth Center (“MYC”) programming, volunteers shall be at least 18 years of age.
- b. Ideally, volunteers shall have experience in working with youth as instructor, mentor, parent, or well-being practitioner. Volunteers with other related experience will be considered but they must have demonstrated experience in working with youth.

2. VOLUNTEER APPLICATION

- a. A documented background check shall be completed on each volunteer applicant and shall include traffic and criminal record, employment, and references.
- b. Prospective volunteers shall complete the Volunteer Application form.

3. ASSIGNMENT AND SUPERVISION

- a. Volunteers shall be assigned to duties and time(s) of service by the MYC Executive Director.
- b. Service by volunteers shall be supervised at all times by MYC staff.
- c. Service performance of volunteers will be reviewed periodically by the MYC Executive Director.

4. VOLUNTEER SERVICE EXPECTATIONS

- a. Volunteers shall be present when scheduled. If unable to serve at the scheduled day/time for any reason, the volunteer shall notify the Executive Director with as much advance notice as possible.
- b. Volunteers shall always treat all participants with respect and dignity. Abusive language, vulgarities, or hurtful name-calling by volunteers will not be tolerated.
- c. Volunteers shall be supportive of participants in all circumstances. Volunteers shall provide encouragement and positive reinforcement to all participants.
- d. Any type of sexual or inappropriate physical contact with participants or any other conduct that might be considered harassment is not permitted.
- e. Singling out a participant or participants for personal attention and friendship beyond the normal volunteer-participant relationship is not permitted.
- f. Personal gifts by volunteers to participants are not permitted.
- g. Photographs of MYC participants are not permitted without the permission of the MYC Executive Director.
- h. Volunteers shall not release or divulge any information concerning activities of the MYC or maintain that they represent MYC without permission from the MYC Executive Director
- i. Volunteers shall not interact with individual participants in rooms behind closed doors without more than one volunteer, or other MYC staff, present.
- j. Driving participants home or to other locations by volunteers shall only be allowed with prior approval from the MYC Executive Director.
- k. Volunteers shall not visit a participant at home or in another location, unless on official MYC business known to the parent and to the MYC Executive Director.
- l. Volunteers shall not socialize or spending time with participants (including but not limited to activities such as going out for meals or movies, shopping, traveling, and recreational activities) outside of MYC-sponsored events or organized community activities without approval by the MYC Executive Director.

- m. No volunteer shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor. Nor shall any volunteer manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance.
- n. There shall be no smoking or use of tobacco products, including vaping, on MYC grounds or at MYC off-site activities.
- o. No volunteer shall bring any weapon or firearm into the MYC facility or to off-site MYC activities.
- p. Volunteer's social media must not promote use of any substance or activity deemed inappropriate for a youth.

5. CONFIDENTIALITY

- a. Unless specifically allowed by the participant, statements made by participants to volunteers shall be held in strict confidentiality. Exceptions shall include any of the following, whereupon the volunteer shall immediately notify the MYC Executive Director who will determine the necessity of State mandated reporting, or other action is required:
 - i. When a volunteer knows or has reasonable cause to suspect that a participant under the age of 18 has been or is likely abused or neglected.
 - ii. When a volunteer knows or has reasonable cause to suspect that a participant under the age of 18 is not living with the child's family.
 - iii. When a volunteer knows or has reasonable cause to suspect that a participant is affected by substance abuse or exhibits withdrawal symptoms.
 - iv. When a participant discloses to a volunteer that there has been, or likely to be, self-harm or intention to harm another person.
- b. Each volunteer shall sign a nondisclosure agreement. Subsequent disclosure of any confidential information, verbally, in writing, or by any other means, shall be grounds for immediate dismissal.

6. DISCIPLINARY PROCEDURES

- a. A volunteer may be removed from the volunteer program at the discretion of the MYC Executive Director or their designee.
- b. Volunteers may be removed at any time from their volunteer position by the Executive Director and/or Board of Trustees based on inappropriate social media postings, activity or engagement.