



GENERAL VOLUNTEER INTEREST APPLICATION

Please fill out this form and submit via email to Mara Roberge, Community Engagement Director. For questions, please contact Mara at robergem@jccmw.org or 914-725-7300 x825.

Name: _____ E-mail: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Home Phone: _____ Cell Phone: _____ Date of Birth: _____

If younger than 18:

Parent/caregiver 1 Name: _____ Cell Phone: _____ Email: _____
Parent/caregiver 2 Name: _____ Cell Phone: _____ Email: _____
Emergency contact 1 Name: _____ Cell Phone: _____
Emergency contact 2 Name: _____ Cell Phone: _____
Current Employer (if applicable): _____ [Former] Occupation: _____
Name of School (if applicable):: _____ Grade: _____
Name of Community Service Advisor (if applicable): _____ Email: _____

How did you hear about the JCC volunteer opportunities? _____

Your submission of this form signifies your consent to be photographed and/or videotaped and to have your image displayed without compensation in the JCC program guide or in other media to help support the JCC and its programs. If you do not agree, please sign here: _____

All volunteers- Please designate your 3 choices for volunteering (see pages), in order of preference, including program, department and day/time of the week.

- #1 _____
- #2 _____
- #3 _____

I have read and accept the requirements stated in the following documents:

(i) Disclosure Regarding Required Fingerprinting/Background Check for School Age Programs and the (ii) Code of Conduct. By my signature below, I hereby acknowledge receipt of these documents and agree to abide by all terms and conditions described therein.

I understand that any violation of the requirements set forth in these documents may result in termination of my position as a JCCMW volunteer. **This acknowledgement also must be signed by the parent or guardian of any prospective volunteer who is under the age of 18.**

Signature Date Signed

Signature of Parent/Guardian Relationship to Volunteer Date Signed

Disclosure Regarding Potential Background Check for Every Volunteer, returning or new, who wishes to volunteer in a School Age childcare program

JCCMW School Age childcare programs are staffed by a corps of responsible, dedicated and compassionate volunteers who are committed to helping students in skills building and safely enjoying a JCCMW program. We appreciate and rely on the commitment of volunteers, like you, and share the concern of our partner schools and organizations that volunteers who work directly with students pose no risk or threat to the children's welfare. To achieve this imperative goal and ensure a safe environment for our participants, the JCCMW reserves the right to require that ALL volunteers who are in our childcare programs, **whether new or returning**, participate in its background check process which includes nationwide criminal and sex offender searches.

Pursuant to JCCMW requirements, as a condition of working with children participants, all volunteers must be willing to participate in the following eligibility clearance process:

1. Each prospective volunteer must register volunteer interest through our daxko registration system (new registrants may need to create an account). Link: https://operations.daxko.com/Online/4072/ProgramsV2/OfferingDetails.mvc?program_id=TMP30485&offering_id=SES741629&location_id=B290
2. Each prospective volunteer must provide the basic information required by this registration form and submit the full application to the Community Engagement Director at JCCMW via email at robergem@jccmw.org.
3. If the prospective volunteer has chosen to participate in a School Age childcare program, the Supervising Department Director may provide additional required paperwork and/or requirements for volunteering which may conduct a criminal background check.

I wish to participate as a volunteer and have read and accept the requirements stated above. **This acknowledgement also must be signed by the parent or guardian of any prospective volunteer who is under the age of 18.**

Signature

Date Signed

Signature of Parent/Guardian

Relationship to Volunteer

Date Signed

Code of Conduct

1. I understand that abuse occurs in our society and I pledge to do my utmost to prevent it. I will follow the abuse prevention protocols provided by the JCCMW in order to understand and recognize the signs of abuse, to report suspected cases, and to support best practices that protect all parties. If you are concerned about a child's physical or social wellbeing (e.g., if s/he discusses, or you suspect, child abuse or neglect), please discuss your concerns privately with your Supervising Program Director.
2. I understand the importance of guarding against bullying, cyber bullying and inappropriate behavior including peer-to-peer acts (i.e., involving children of similar age).
3. I understand that I am responsible for reporting suspicious behavior and that I will be held accountable for immediately reporting such behavior to the JCCMW Program Director(s), including the actions of any staff member or volunteer who violates this Code of Conduct.
4. All programs operate with the safety of participants foremost in mind. I will not engage in any form of abuse, such as:
 - Physical abuse—striking, spanking, slapping
 - Verbal abuse—humiliating, degrading, threatening
 - Sexual abuse— touching or speaking inappropriately or showing children inappropriate materials
 - Emotional abuse— shaming, being cruel, belittling
 - Neglect— withholding food, water, or basic care
5. I will provide proper supervision to those in my care and will not leave any children unsupervised. Never allow children to leave the program area or be alone anywhere in or on the JCCMW premises.
6. I understand that when I am interacting with children, I must position myself where other staff and volunteers can see us and that I must never be alone with an individual student unless we can be readily seen or observed by other staff or volunteers.
7. I understand that when children need to use the restroom, staff and volunteers should stand in the hallway near the restroom if possible and if needed to be inside the restroom with the children for assistance, then I will never be alone and will ensure other volunteers or staff are in the restroom at that time.
8. I will neither use my cellphone nor access the internet while volunteering in a JCCMW childcare program, unless it is part of the program or for emergency purposes. I will not access adult-oriented internet sites and/or social media sites while on JCCMW premises nor will I develop outside online relationships with them.
9. I will use positive behavior management techniques and will not resort to physical or emotional forms of discipline. I will interact with children participants and show affection in a manner that is safe and appropriate for all parties as stated in the JCC Touching Policy (see next page).
10. I will provide a positive example and be a positive role model at all times.
11. Regular and prompt attendance is important. The children look forward to seeing our volunteers and they are disappointed when the volunteers are not at a session. Additionally, many programs depend on volunteer attendance to ensure proper staffing ratios. Please email and communicate any upcoming absences to the Supervising Director of your selected program.
12. Volunteers who need community service credit must keep track of their own hours. Please request any required documentation of your hours by emailing your Supervising Program Director.
13. Volunteers cannot disclose information about any events that occur during or relating to any programs.
14. Volunteers must follow all COVID-19 protocols as noted in our COVID*19 protocol handbook.

Touching Policy - Guidelines for Showing Affection to Children on the Job

Staff and volunteers who interact with children should show affection toward those children in a manner that is safe and appropriate for all parties. As human beings we tend to use affection to enhance our relationships. Because some children feel uneasy with any form of physical contact, please refrain from touching or holding your student. A “thumbs up” gesture or “high five” may be given as congratulations for work well done. Generally, when working with children, the following guidelines are recommended:

Guideline 1: The Observer Standard

This guideline emphasizes the need to consider how a situation appears to others. Imagine if an outside observer (either someone related to the child or a total stranger) walked into the room. Would the person think that the affection being shown to this child was appropriate? If not, you must change the situation immediately.

Guideline 2: Child-Initiated Affection

Children may choose to do something that a staff person never would. In some circumstances, that makes the behavior acceptable, such as when a young child holds a staff person's hand or climbs into the staff person's lap. Other circumstances remain unacceptable. An older child spontaneously kissing a staff person, for example, is to be discouraged, and staff should respond only briefly (although warmly) to full frontal hugs.

Guideline 3: Age-Appropriate Affection

Consider the age and developmental stage of the child involved. Is the behavior typical of that child's peer group, or is it cause for concern? For instance, children who display overly-affectionate or inappropriate touching behavior may be victims of child abuse. Touching behaviors that are deemed appropriate for a 3 year old are often inappropriate for a 13 year old. Please report any inappropriate affection to the Program Director.

Guideline 4: Gentle Limits

Establish gentle yet firm limits regarding a child's spontaneous affectionate behavior safe for you. Use techniques to redirect a child without making him/her feel rejected. For instance, after a minute of hand holding or lap sitting, ask the child to sit next to you, distract him or her with something else to do, or encourage him or her to return to a previous activity.

Guideline 5: Witnesses

When a situation requires unusual physical contact with a child, be sure to have witnesses who can verify that your actions and responses are appropriate. During a program, situations probably will not arise that may merit unusual physical contact (e.g., the need to assist a young child with a private activity such as dressing or using the restroom, or during programs such as aquatics, gymnastics, and other sports that require physical contact as part of the instruction); however, if they do, the key is to balance your need for corroboration with the child's need for dignity and/or privacy in front of others.

Photo/Video Release & Social Media Waiver

Photos and/or videotaping are a wonderful tool for promoting our terrific special needs programming. The agency would love to post information, videos and photos from all the wonderful programs that occur in our building. We are also asking for permission for the use of photos/videos on the JCC of Mid-Westchester's website, email communication, printed publicity, grant applications and Face book page (and private programming pages). The JCC's Face book page is "facebook.com/jccmidwestchest."

_____ I give permission to the JCC of Mid-Westchester to include my child in any photographs, videotaping and/or Facebook postings.

_____ I do not give permission to the JCC of Mid-Westchester to include my child in any photographs, videotaping and/or Face book postings.

This acknowledgement also must be signed by the parent or guardian of any prospective volunteer who is under the age of 18.

Volunteer Name: _____ Volunteer Signature: _____

Parent Name: _____ Parent Signature: _____ Date: _____

PEANUT AWARENESS POLICY

The JCC of Mid-Westchester does not serve foods that contain peanuts or peanut products. The JCC of Mid-Westchester's building is open to the public and while we ask people not to bring peanut or peanut containing foods into the building, we cannot commit that all surfaces or foods within the building do not have peanuts or peanut products on them. In addition, DUE TO FOOD ALLERGIES, we require that you do not send your child in with PEANUT BUTTER OR ITEMS CONTAINING PEANUT OIL OR PEANUTS.

I acknowledge receipt of the Peanut Awareness Policy and agree to abide by this policy.

COVID-19 PROTOCOLS POLICY

The JCC of Mid-Westchester has outlined strict COVID_19 protocols in the COVID-19 Handbook. I acknowledge that I have received, read and will strictly abide by the protocols as listed in the handbook. I will follow all directions by staff and management regarding any COVID-19 protocols.

Parent Name: _____ Parent Signature: _____ Date: _____

Volunteer Name: _____





