



# Youth Mobilizers

## INFORMATION SHEET

Youth Mobilizers is a program that is administered by The Family Y and funded by Juvenile Justice Advisory Board for high school students wherein youth will partner with adult leaders in a collaborative process of research and reflection on youth-identified issues with the goal of community change.

**The heart of Youth Mobilizers is a focus on student-driven projects that meet one of three goals:**

- Celebrate teens and their interests/accomplishments
- Further teen skills and experience in an area of teen interest
- Empower teens' voices in the community regarding topics that are important to teens.

### **How Youth Mobilizers Works**

Youth will propose a project that will meet one or more of the above stated goals. Upon approval from the director of Youth Mobilizers, a plan will be developed to accomplish the project (including concrete deliverables, timeline for completion, training needed, and stipend amount). Following the completion of the project (or monthly if the project is ongoing) the student will receive the stipend.





## YOUTH MOBILIZERS APPLICATION PACKET

1. Name: First \_\_\_\_\_ M.I. \_\_\_\_\_ Last \_\_\_\_\_

2. E-Mail \_\_\_\_\_

3. Address: Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

4. Home Phone: \_\_\_\_\_ Cell Phone \_\_\_\_\_

5. Project(s) for which you are applying: \_\_\_\_\_

Please attach a Project Proposal if applicable.

6. What are your reasons for wanting to be a Youth Mobilizer? \_\_\_\_\_

7. What special skills/experience do you bring to this position? \_\_\_\_\_

8. What skills/experience do you hope to gain from the Youth Mobilizer program? \_\_\_\_\_

9. Do you have any physical or mental condition that may prevent you from performing the duties described in the trainee service agreement?

\_\_\_\_ No \_\_\_\_ Yes\* \*If "Yes," please explain: \_\_\_\_\_

A "Yes" answer does not necessarily disqualify the applicant from participating in the Youth Mobilizer program.

10. Except for minor traffic violations, have you ever been convicted of any violation of the law?

\_\_\_\_ No \_\_\_\_ Yes If "Yes," please explain: \_\_\_\_\_

A "Yes" answer does not necessarily disqualify the applicant from participating in the Youth Mobilizer program.

11. Character/Professional Reference contact info (provide 2 that are not relatives):

Name Phone Email

\_\_\_\_\_

\_\_\_\_\_

As a condition of my participation in the Youth Mobilizer program, I give permission for The Family YMCA and its assigned agencies to conduct a background check on me, which may include a review of criminal records maintained by government agencies. I understand that my position is dependent upon receiving no inappropriate information on my background check. I am subject to suspension by the YMCA at any time in the event of inappropriate behavior as outlined in the Code of Conduct and Handbook. The facts set forth in my application are true and complete. I understand that if engaged, false statements on this application will be considered sufficient cause for dismissal.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## YMCA CODE OF CONDUCT

**“Staff” refers to all YMCA employees, instructors, board members, coaches, assistants, instructor aides, substitutes and volunteers. “Participants” refers to all members, program participants, community service workers, non-YMCA maintenance and construction workers, guests and visitors.**

1. Staff will interact with participants and other staff with respect and consideration, treating everyone equally regardless of sex, race, religion, culture, or sexual orientation. The Family YMCA is an equal opportunity employer and supervisors will not discriminate when hiring staff.
2. Staff will portray a positive role model and act in a caring, honest, respectful and responsible manner, maintaining an attitude of patience, courtesy, tact and maturity.
3. While the YMCA does not discriminate against an individual’s lifestyle, it does require that staff abide by the standards of conduct set forth by the YMCA in the performance of their job
4. Staff will appear clean, neat, and appropriately attired.
5. Staff will report to work on time as scheduled or notify supervisor.
6. Staff will properly record hours worked and turn in time sheets when due.
7. Staff will not falsify any YMCA records.
8. Staff will carry out job assignments and follow supervisors’ instructions.
9. Staff must be free of physical and psychological conditions that might adversely affect participants’ physical or mental health.
10. Staff will not discuss confidential matters with anyone outside of the YMCA or with unauthorized employees. Lists of participants, confidential materials, and restricted information will not be removed from the facility or discussed with or shown to anyone under any circumstances without authorization.
11. Staff will not gossip in the work place.
12. Staff will not carry weapons on YMCA property or into YMCA programs.
13. Staff will not steal, or attempt to steal YMCA, members, participants, or staff property.
14. Staff will not intentionally destroy YMCA property or property where YMCA programs are held, or advocate or participate in unlawful seizure of YMCA property or property where YMCA programs are held.
15. Staff will not be on YMCA property during closed hours without authorization from the executive director
16. Staff will not use the Internet inappropriately.
17. Staff will notify the YMCA of a conviction or arrest.
18. Staff will not use profanity, abusive language; tell inappropriate jokes, or share intimate details of personal life in front of members, participants or other staff.
19. Staff will not smoke or use tobacco in the presence of participants. Smoking in and around the YMCA facility and programs is prohibited.
20. Never report to work under the influence of alcohol, intoxicants or drugs. The possession, use, manufacturing, or distribution of illegal drugs, alcohol and/or prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held is prohibited. Off-the-job illegal drug activity, as described above, or alcohol abuse, including illegal alcohol use, will not be tolerated.



21. Staff will refrain from intimate displays of affection towards others during working hours.
22. Staff will not engage in sexual, religious, racial, ethnic, or any other kind of harassment towards members, participants, or other staff.
23. Staff will not abuse participants or other staff in any of the following manners: physical abuse - striking, spanking, shaking, slapping; verbal abuse - humiliating, degrading, threatening; sexual abuse - inappropriate touching or verbal exchange, molestation, indecent exposure; mental abuse - shaming, withholding love, cruelty; neglect - withholding food, water, basic care, etc. Any type of abuse will not be tolerated and may be cause for immediate dismissal.
24. Staff will respect participants' rights not to be touched in ways that make them feel uncomfortable. Other than diapering, staff will not touch areas of participants' bodies that would be covered by a bathing suit.
25. Staff will read and sign all policies related to preventing, identifying, documenting, and reporting child abuse, and attend training as instructed by a supervisor
26. Staff ages 18 and over will not date participants ages 17 and under.
27. Staff will not transport participants ages 17 and under in their own vehicles.
28. Staff ages 18 and over will not be alone with participants ages 17 and under outside of the YMCA. This includes babysitting, sleepovers, and inviting youth to staff's home. Staff ages 17 and under will not be alone with participants ages 12 and under outside of the YMCA. Any exceptions require a written explanation before the fact and are subject to administrative approval.
29. Staff will never leave participants ages 12 and under unsupervised
30. At no time during a YMCA program will YMCA staff age 18 and over be alone with a participant age 17 and under. At no time will any YMCA staff be alone with a participant 12 and under.
31. If working with children, staff must use positive techniques of guidance, including redirection, positive reinforcement and encouragement rather than criticism, competition and comparison. Staff will have age-appropriate expectations and set up or follow guidelines that minimize the need for confrontation or discipline. Physical restraint is used only in pre-determined situations (i.e. necessary to protect someone from harm) and must be documented in writing.
32. If working with children, staff will conduct a health check of each participant each day, noting any fever, bumps, bruises, burns, etc. Questions or comments will be addressed to the participant or the participant's parent/guardian in a non-threatening manner. Any questionable marks or responses will be documented.
33. If working with children, staff will not release youth ages 12 and under to anyone other than an authorized individual on file with the YMCA.
34. If working with children, staff will conduct or supervise private activities for participants, such as diapering, putting on bathing suits, taking showers, etc., in pairs. When this is not feasible, staff will be positioned so they are visible to others.

I understand the above list is illustrative of the type of conduct that is expected, but not inclusive of all conduct that is not tolerated. The Employment Handbook provides further guidance of rules and regulations I understand that any violation of this Code of Conduct may result in termination.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Applicant Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**If under 18, parent/guardian signature**

\_\_\_\_\_  
**Date**



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Substance/Alcohol Abuse and Testing Policy

It is the policy of The Family YMCA to ensure a healthy and safe environment free from substance use/abuse within the programs, activities, and premises of the YMCA in accord with its mission statement to promote wellness in spirit, mind and body. The possession, use, manufacturing, or distribution of alcohol and illegal drugs and the illegal possession, use, or distribution of prescription drugs within the programs, activities and premises of The Family YMCA, and other facilities where YMCA programs are held, will not be tolerated. Illegal actions will be reported to the Los Alamos Police Department and to the offices of Drug Enforcement.

Off-the-job illegal drug activity or alcohol abuse could have an adverse effect on an employee's job performance and could jeopardize the safety of other employees, the public, association equipment, and the YMCA's relations with the public, and therefore, will not be tolerated. Under no circumstance should any of our employees possess, use, manufacture, or distribute illegal drugs outside of work hours. Under no circumstance should any of our employees be illegally using or illegally under the influence of alcohol. Employees who violate this policy are subject to disciplinary action, including dismissal.

Each individual associated with The Family YMCA will assume personal responsibility for his/her own actions. Anyone with knowledge of illegal possession, use, manufacturing, or distribution of illegal drugs or alcohol within YMCA programs, activities, and/or premises is to report the facts of the case to his/her supervisor or Human Resources, respecting the confidentiality of that communication.

A "zero tolerance" attitude will be enforced. Final decision as to the actions taken based upon the facts of each individual case rests with the President of the Board of Directors and the Executive Director of The Family YMCA. Any employee may be requested to be tested for substance or alcohol abuse. Results of these tests will be shared with the appropriate YMCA staff and may be used to determine employment or continued employment.

Employees suspected of involvement in substance abuse will be placed on suspension without pay until official determination of involvement has been completed. A positive determination will result in immediate termination of employment with forfeiture of all benefits prior to the suspension date. A negative determination will result in reinstatement to the same or equal position. If an employee is charged and awaiting trial for illegal activities, he/she will be placed on leave without pay until legal determination is completed.

Request for reemployment following drug rehabilitation will be considered on an individual basis with recommendation from the President of the Board of Directors and the Executive Director.

### DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE POLICY

I hereby acknowledge that I have read and understood the above policy and agree to adhere to the policy.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
If under 18, signature of parent or guardian

**AN EQUAL OPPORTUNITY EMPLOYER AND DRUG FREE WORKPLACE**



## SOCIAL MEDIA POLICY

The Family YMCA recognizes the value of online social media tools for connecting with members, staff, donors, and volunteers. Our web presence should project a positive image that is reflective of our overall brand and is consistent with our mission. However, in order to ensure we maintain a values-oriented, positive, professional image, and to protect the safety and privacy of our members and staff, all employees must abide by the following expectations when using social media for work or personal purposes that relate to work. This policy has been established to maintain the integrity of our brand with respect to communication frequency, strategy, message and appearance. Failure to follow the above guidelines may result in disciplinary action, up to and including termination of employment. This policy will not be applied or construed in a manner that violates or improperly interferes with employee rights under Section 7 of the National Labor Relations Act.

### Using Social Media for work purposes

- Official social media and networking sites (Facebook, Twitter, LinkedIn, YouTube, Flickr, Vimeo etc....Pinterest, etc.) for The Family YMCA will provide relevant and current information.
- All of The Family YMCA's official social media sites/pages will be monitored for content on a regular and consistent basis by the assigned staff person. The Director of Website Development & Social Media will be named as an Administrator of all such sites/pages.
- The Family YMCA's Facebook fan page and Twitter account are both maintained by designated staff. In addition to Association-wide updates, the site can be used to promote Teen Centers & After School sites and camp-specific and program-specific events and updates.
- Association-wide YMCA social media pages will be created and maintained by the designated staff. Selected programs/sites will pilot specific social media efforts, only after submitting request and receiving permission from the CEO.
- Business of The Family YMCA can only be conducted on official-sponsored or approved social media pages by authorization of the CEO/designated staff.

### Using Social Media for personal purposes

- Many YMCA staff may maintain individual pages on social media sites to connect with their friends and family during non-work hours.
- Personal websites that identify the person as a YMCA employee must be consistent with and should not undermine the YMCA's mission nor be in conflict with the Y's business operations.
- Staff members shall not post content, including text, pictures, logos, and images regarding The Family YMCA that can be reasonably deemed as disparaging or offensive to the YMCA, its members, staff or the community.
- Staff must use common sense in disclosing any information about The Family YMCA (the organization, its members, volunteers, donors, etc.) and adhere to all applicable policies regarding confidentiality and proprietary information.
- Staff should recognize that they are personally responsible for the content they publish on social media sites. Additionally, staff will be disciplined for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, scandalous, discriminatory, libelous, or that can create a hostile work environment.

Examples of inappropriate work-related content may include but are not limited to:

- References/photos of alcohol or illicit substances
- Photos with revealing clothing
- Disclosure of confidential information related to past, present or future employees, volunteers, members, participants, guests, donors, or other persons conducting business with the YMCA
- Posting disparaging, discriminatory, harassing, scandalous or defamatory information about past, present or future employees, volunteers, members, participants, guests, donors, or other persons conducting business with the YMCA.
- If speaking about The Family YMCA externally through social media, staff must make it clear to the reader that the views expressed on social media sites are theirs alone and that they are not speaking on behalf of The Family YMCA.
- You may have legal liability for information you contribute over any online communication channels regarding The Family YMCA.
- Unless you are an assigned staff member using a social media site for legitimate work purposes, accessing any social media site for personal purposes while at work is strictly prohibited. This includes accessing pages via office computer, laptop, or mobile phone.



**Friending members and volunteers**

- Sometimes, members and volunteers may ask employees to become their "friend" on social media sites. This is allowed, but employees must remember they are representing the YMCA at all times and that the Guidelines in this policy apply to these online relationships; employee should also consider creating a more limited profile for general or work-related purposes and reserve their full personal profile for friends and family only.
- It is not recommended that YMCA staff "friend" any staff, volunteer or member under the age of 18 on any social media site, except on official YMCA-sponsored or approved sites.

**Working with teens online and text messaging?**

- Because of the nature of their jobs, several YMCA staff members work closely with teen groups and need to communicate with them and their parents online. These staff members must get permission from the CEO before creating social media pages for their clubs.
- These staff members must receive a brief training on social media safety and privacy practices before starting their group. They can communicate with group members through this group page.

**Unofficial Social Media pages**

- Staff are prohibited from encouraging YMCA volunteers to set up social media pages on behalf of the YMCA. If you do run across a page purporting to be a The Family YMCA –sponsored or approved page, please let the CEO know as soon as possible so that we can provide a disclaimer for them to put on their page, or ask the administrator to remove the page altogether. Likewise, if you run across unofficial employee or ex-employee pages, please alert the CEO.

**Donor recognition and solicitations**

- Recognition of individual donors on any social media page (whether YMCA-affiliated or personal) is strictly prohibited.
- Solicitation of donations via social media may be done only using the approved language and technology (widget) provided by the Business Office and requires prior authorization.

**Posting photos and videos of YMCA activities online**

- If you wish to share a photo or video online on an official YMCA social media site/page, please contact the Y's designated social media staff to determine the best way to do this.
- All photos and videos that include members and children cannot be posted unless the member and/child has signed a photo release.
- Y policy prohibits identifying youth in photographs online.

**Abide by The Family YMCA Computer Systems Policy**

- As a condition of your employment you were asked to review and sign The Family YMCA Policies and Guidelines for the Use of YMCA Computer Systems. This policy can be found in its entirety on the Y's intranet within the Policies and Procedures tab.

**Website**

- To maintain consistency in content, presentation and information delivery, no website bearing The Family YMCA name is to be created. All YMCA-sponsored or authorized web sites are created by or in cooperation with the Business Office.

The world of social media is changing rapidly. If in doubt about how this Social Media Policy applies to new social media sites, please contact the CEO or Business Office. The Family YMCA reserves the right to modify this policy at any time.

I hereby acknowledge that I have read and understood the above policy and agree to adhere to the policy.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
If under 18, signature of parent or guardian



**Notice and Authorization Concerning Criminal Background Checks for Volunteers**

This form, which you should read carefully, has been provided to you because The Family YMCA ("Organization") may request a criminal background report in connection with your application for volunteer service, or at any time during the course of your volunteer service with the Organization, if any, for purposes of evaluating your suitability for volunteer service. Additionally, in the event that claims or disputes between you and The Family YMCA are filed with any third parties, the organization may request investigative reports for purposes of evaluation and response, regardless of whether you remain in the service of the Organization at the time such claims or disputes arise.

The types of reports that may be requested from lexisnexis.com or other registry under this policy include criminal background search including sex offender records. **Please note:** The YMCA will maintain the complete confidentiality of all information obtained through criminal background checks, reference checks, and all information on application forms, including information regarding disqualification decisions.

**The Family YMCA will not discriminate against any person on the basis of race, color, creed, sex, religion, age, disability, national origin, citizenship, or marital status.**

**Authorization**

I have carefully read and understand this notice and authorization form and, by my signature below, consent to the release of criminal background search reports, as defined above, to The Family YMCA (1) in conjunction with my application for volunteer service, (2) during the entire course of my volunteer service, if any, and (3) after any such volunteer service ends. I further understand that any and all information contained in my application or otherwise disclosed to the YMCA by me before, during or after my employment, if any, may be utilized for the purpose of obtaining the criminal background search reports requested by the Organization and confirm that all such information provided in connection with my application is true and correct. I understand and acknowledge that nothing in this notice and authorization is intended to be, or is, a guarantee of volunteer service or a promise of continued service.

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
\*Social Security number

\_\_\_\_\_  
Full address, including ZIP code

\_\_\_\_\_  
\*Date of birth (mm/dd/yy)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For office use only:**

\_\_\_\_\_  
Department

Minor?  Yes  No





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## THE FAMILY YMCA – YOUTH MOBILIZER REFERENCE REQUEST FORM

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Applicant's Name \_\_\_\_\_  
First M.I. Last

Position Applied For:  
**Youth Mobilizer Program**

Reference Name \_\_\_\_\_  
(Printed Name) First Last

Phone (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_

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**ALL OF THE FOLLOWING QUESTIONS/INFORMATION MUST BE COMPLETELY ANSWERED UNLESS OTHERWISE NOTED.**

**Please note: Reference must be an adult (over 18 years of age).**

1. How long have you known this individual? \_\_\_\_ years \_\_\_\_ months

2. What is your relationship to this individual? (reference must be a non-family member)

Supervisor/Employer /  Friend /  Co-Worker /  Teacher /  Other (specify) \_\_\_\_\_

3. How would you rate this individual's:

Reliability/dependability  Excellent /  Good /  Fair /  Poor

Ability to work with others  Excellent /  Good /  Fair /  Poor

Productivity  Excellent /  Good /  Fair /  Poor

Quality of work  Excellent /  Good /  Fair /  Poor

Communication skills  Excellent /  Good /  Fair /  Poor

Judgment in normal circumstances  Excellent /  Good /  Fair /  Poor

Judgment under pressure or stress  Excellent /  Good /  Fair /  Poor

4. Please describe this person's character and ability to work effectively with others.

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**Continued on the next page**



5. Please describe this individual's ability to be responsible, to follow rules and to work independently.

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6. What are this individual's strengths?

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7. What are this individual's greatest needs for development and/or improvement?

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Reference completed by (print) \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

Signature \_\_\_\_\_

(must be signed by individual completing this form)