

## OVERVIEW

Volunteers are essential to the YMCA. Volunteers, by their very nature, help connect the YMCA to its identity, as an Association of people motivated by an ethic of service to their community. Volunteering benefits the volunteer, as much as the YMCA and the community, through leadership development, the building of self confidence and self esteem, and many others ways that are consistent with the YMCA mission of building healthy minds, body, and spirit. George Williams, the founder of the YMCA in 1844, was a volunteer who saw a community need, and formed the YMCA to help fill that need. Acknowledgment is made to the YMCA of the USA's "The Seven R's of Volunteer Development" for information and resources used in the design of the program. The Attleboro YMCA Volunteer Program falls under the guidance of the YMCA Program Committee, with the Volunteer Guidelines and Procedures evolving in nature and subject to change and revision.

The Attleboro YMCA takes pride in its commitment, dedication, and appreciation, to the many individuals who volunteer their time, efforts, and resources to the YMCA and to the community.

## DEFINITION

### **-YMCA Volunteer-**

“Anyone who willingly gives their time and efforts to the YMCA, without direct or indirect compensation, in helping the Association provide programs and services that assist the YMCA in fulfilling its mission”.

*Note: The following are not considered volunteer categories for the purpose of the YMCA Volunteer Program- Interns (College/High School), Community Service Workers (Church / School / Court), In-Kind (Services rendered in exchange for YMCA memberships or programs).*

## GOALS OF THE YMCA VOLUNTEER PROGRAM

- To enhance the awareness of volunteerism in the YMCA to the membership and community.
- To assess past and current YMCA volunteer procedures, opportunities, input, and ideas, from YMCA staff, to outline future volunteer opportunities in the future.
- To identify current Program and Service/Support volunteer offerings throughout the Association.
- To maintain an updated a comprehensive “YMCA Volunteer Guidelines and Procedures” document that outlines the scope of the YMCA volunteer program in seven (7) key areas- Recruitment, Placement, Orientation, Performance, Supervision, Evaluation, and Recognition; while also listing the accepted practices and procedures of volunteer service in the Association.
- To have available an Association wide “Volunteer Placement Packet” that provides a consistent procedure of volunteer intake and information needed.
- To provide a monthly documentation and reporting tool to track “Program” and “Service/Support” volunteer hours at the YMCA from Staff.
- To offer an annual YMCA Volunteer Recognition Event to recognize the efforts of volunteers.

## **CHARACTERISTICS OF A SUCCESSFUL YMCA VOLUNTEER**

YMCA volunteers play an important role in the delivery of programs and services to the members of the YMCA and to the community, and must possess qualities and traits that help ensure a positive experience for all-

- Commitment to the mission and goals of the Attleboro YMCA
- Friendly, Positive attitude      -Responsible      -Neat appearance
- Mature      -Positive human relation skills      -Flexible, willing to learn
- Good work ethic      -Dependable, Prompt
- Possess, or interest in gaining, a specialty skill, background, and/or experience in selected area.

## **VOLUNTEER CATEGORIES**

### **“Program” Volunteers**

Volunteers who have direct contact with YMCA members and people in the community.

Potential positions include- *Class/Program Instructors, Class/Program Assistants, Youth Sports Coaches/Assistant Coaches, Teen Dance Chaperones, Day Camp Counselors in Training (C.I.T.'s), Other.*

### **“Service/Support” Volunteers**

Volunteers who provide general service and support in administrative and facility areas.

Potential positions include- *Front Desk Staff, Facility Supervisors, Facility Tour Guides, Data Entry, Mailings, Typing, Filing, Other.*

## **VOLUNTEER OPPORTUNITIES**

Throughout the year, at various times, volunteer opportunities become available in the four primary Attleboro YMCA activity locations-

- Downtown Branch, 63 North Main Street, Attleboro, MA
- YMCA Norton Program Center, 111 West Main Street, Norton, MA
- Pleasant Street Branch, 537 Pleasant Street, Attleboro, MA
- Camp Finberg, YMCA Summer Day Camp, Office- 63 North Main Street, Attleboro, MA

Volunteer opportunities for different ages, youth through seniors, become available from time to time in a wide variety of YMCA responsibilities, times, and locations in the following areas. Certain volunteer positions may require a specific age range, skill, background, and/or experience. Other volunteer positions may offer opportunities with training provided.

-Administration	Filing, Data Entry,
-Aquatics	Instructors, Instructor Aides
-Building and Grounds	Facility Monitors, Locker Room Monitors, Housekeeping
-Camp	“Counselor in Training” / C.I.T. Program
-Child Care	Teacher Aides
-Community	Service projects, Blood Drives
-Enrichment (non-aquatic)	-Pre School: “Prime Time” aides, Class instructors and aides
	-Youth: Class instructors and aides
	-Teen: Attleboro Youth Center, Dance Chaperones, Class Instructors and aides
	-Adult: Class instructors and aides.
	-Seniors: Class instructors and aides
-Fitness / Wellness	Fitness Center Staff, Instructors, Workshop Leaders, Blood Drive, Fitness/Wellness Coaches, Leaders.
-Front Desk	Assistants, Facility Tour Guides
-Membership	Surveys, evaluations, special projects
-Special Events	Road Race volunteers (Strawberry Patch Road Race and Pumpkin Patch Road Race), YMCA Healthy Kids Day, YMCA Sunday, Halloween Party, Christmas Party, Deutsche Bank Championship Golf Tournament.
-Sports	Youth Sports Coaches and Assistant Coaches, Scorekeepers, Time Keepers, Officials
-Other	As needed

## **VOLUNTEER YEAR**

For administrative and reporting purposes, the volunteer year for all Attleboro YMCA volunteers will be from July 1<sup>st</sup> to June 30<sup>th</sup>. The volunteer hours served in this time period will be used in the YMCA Annual Volunteer Recognition Event in the period between July and September following the volunteer year.

## **VOLUNTEER RECOGNITION**

Recognition of all YMCA volunteers will be given on an annual basis at the YMCA Annual Volunteer Recognition Event in the period July through September following the completed volunteer year. Recognition will be given both on an annual basis and on a cumulative basis. Volunteer recognition will be based on the hours submitted by YMCA Staff. Levels of volunteer recognition are as follows-

1-99 hours	Certificate of Appreciation
100 hours and over	Certificate of Appreciation- Bronze
250 hours and over	Certificate of Appreciation- Silver
500 hours and over	Certificate of Appreciation- Gold
750 hours and over	Certificate of Appreciation- Platinum
1,000 hours and over	Plaque for Volunteer Service

1,500 hours and over  
2,000 hours and over

Plaque for Outstanding Volunteer Service  
YMCA Distinguished Volunteer Service Award

## **EFFECT ON THE END RESULT**

Volunteers are an investment to a successful YMCA. The partnership between YMCA Staff and YMCA volunteers, creates an environment of collaboration, involvement, responsibility, leadership development, and cooperation. Volunteerism is a cornerstone of the Association, as the Attleboro YMCA strives towards its mission, goals, and philosophy in serving the needs of the community.

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