

 YMCA volunteers

 The 5 step Process

Step 1 All interested volunteers must fill out an online application through the YMCA of Delaware website.

Step 2 Prospective volunteers are contacted by the **Volunteer Coordinator** with a requested to complete the Volunteer Background Check.

Step 3 After the background check returns clear, the **Volunteer Coordinator** will contact the volunteer applicant and request they complete the Smarter NOW online child abuse prevention training. The volunteer will be required to return a copy of the completed training certificate, and also visit a branch to have their picture taken for their Volunteer Photo ID.

Step 4 Meanwhile, the **Volunteer Coordinator** will contact the department leader, where the applicant wishes to volunteer, and sends the leader a Reference Check Form. The department leader must thoroughly check two references, and return the completed form to the **Volunteer Coordinator**.

Step 5 Once all the required paperwork and training is completed, the volunteer applicant will be issued a Volunteer Photo ID. The volunteer can now begin volunteering!

 Branch Volunteer Contacts

 **Volunteer Coordinator**: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **Authorized Users**

 **For Background Checks**: Shanna Slavin

 Kelly Moore

These standards are set forth by the YMCA of Delaware Association. Any additional questions can be directed to Bev Marvin or Jim Ryan.