

**PROJECT CORNERSTONE/YMCA of Santa Clara Valley
Program Volunteer Code of Conduct**

1. In order to protect PROJECT CORNERSTONE/YMCA staff, volunteers, and program participants, program volunteers must position themselves so that they can be observed at all times.
2. Program volunteers in charge of children will follow program supervision. All children will receive developmentally appropriate supervision.
3. Program volunteers should conduct or supervise private activities in pairs – diapering, putting on bathing suits, taking showers, etc. When this is not feasible, program volunteers should be positioned so that they are visible to others.
4. Program volunteers shall relate to children in a positive manner. In addition, program volunteers are required to read and sign all policies related to identifying, documenting, and reporting child abuse as instructed during orientation. A PROJECT CORNERSTONE/YMCA management staff member will make the child abuse report to Child Protective Services with the volunteer present.
5. Program volunteers will be aware of each child, each day, as they enter the program and throughout the day, noting any fever, bumps, bruises, etc. Questions or comments will be addressed to the parent or child in a non-threatening way by staff. Any questionable marks or responses will be documented.
6. Program volunteers respond to children with respect and consideration and treat all children equally regardless of sex, race, religion, or culture.
7. Program volunteers will respect children's right to not be touched in ways that make them feel uncomfortable, and their right to say no. Other than diapering, medical emergencies, or in parent approved special needs situations, children are not to be touched in areas of their bodies that would be covered by a one-piece bathing suit.
8. Program volunteers will refrain from intimate displays of affection towards other while on the job.
9. Program volunteers will appear neat, clean, and appropriately attired within the parameters of the branch dress code.
10. Using, possessing, or being under the influence of alcohol or illegal drugs during work hours is prohibited.
11. Using or possessing firearms or other weapons in PROJECT CORNERSTONE/YMCA programs are prohibited.
12. Program volunteers will refrain from smoking while functioning in a program role, in the presence of children or parents, or in PROJECT CORNERSTONE/YMCA building.
13. Program volunteers will refrain from using profanity, telling inappropriate jokes, sharing intimate details of one's personal life, or any kind of harassment in the presence of children, parents, or staff.
14. Program volunteers will portray a positive role model for youth by maintaining an attitude of caring, honesty, respect, responsibility and patience.
15. Program volunteers should not interact with children in PROJECT CORNERSTONE/YMCA programs outside of approved PROJECT CORNERSTONE/YMCA activities without parent and branch executive approval.
16. The PROJECT CORNERSTONE/YMCA does not typically request that program volunteers transport youth under 18 in their vehicles. In case such a request is made, the volunteer will be asked to show proof of insurance and complete a PROJECT CORNERSTONE/YMCA waiver form.
17. Program volunteers over the age of 18 may not date program participants under the age of 18 without participant's parental approval and informing of PROJECT CORNERSTONE/YMCA staff supervisor.
18. Program volunteers will release children to only a parent, guardian, or other adult as authorized by the parent or guardian. In addition, all American Camping Association (ACA) or licensing requirements will be followed for ACA (camp) or licensed (child care) programs.
19. The PROJECT CORNERSTONE/ YMCA requires that program volunteers will abide by the standards of conduct set forth by the PROJECT CORNERSTONE/YMCA.

I understand that violation of this Code of Conduct may result in cancellation of this agreement and dismissal.

Volunteer Name (Please Print)

Volunteer Signature

Date

The above volunteer has received a copy of this code of conduct to keep in addition to this signed copy for their file.

Supervisor Name (Please Print)

Supervisor Signature

Date