

YMCA of Greater Seattle  
**Volunteer Position Description**

Volunteer Title: Individual Development Account Administrative Assistant

YMCA: Downtown

Screening Level:

Location: 2100 24<sup>th</sup> Ave South

Time Commitment: One day a week, 4-6 hours or as available

Supervisor: Terra Holcomb

**GENERAL FUNCTION**

Data entry, mailings, outreach phone calls, matched withdrawal requests.

**PRINCIPAL ACTIVITIES**

Entering data from participants attendance at workshops, updating spreadsheets for billings, entering financial information. Call participants as a reminder to save regularly, attend workshops or complete a survey. Assist IDA Case managers with completing forms for participant withdrawals and incentive earnings. Help with mailings, making copies and filing.

**QUALIFICATIONS**

Experience with Excel a plus, comfortable making phone calls to participants in program and high attention to detail.

**BENEFITS**

**ENTRY REQUIREMENTS**

Complete all standard YMCA screening procedures including and interview, criminal background check, and reference checks.

YMCA of Greater Seattle  
**Reference Copy: Statement for Prevention of Child Abuse**

A principal endeavor of the YMCA is to provide a healthy atmosphere for the growth and development of children. Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, YMCA staff and volunteers need to be sensitive to each person's need for personal space (i.e., not everyone wants to be hugged). And more so, mistreatment or neglect of children and the resulting severe effects is of primary concern to the YMCA.

*Child abuse is repeated mistreatment or neglect of a child by parent(s) or others resulting in injury or harm. Abuse may be physical, verbal, emotional, or sexual. Abuse can lead to severe emotional, physical and behavioral problems. Child sexual abuse, a specific form of abuse, is the exploitation or coercion of a child by someone older or larger than the child for the sexual gratification of the older person. It involves a child being tricked or forced into sexual contact or touch. It can be a single encounter, occasional fondling, or years of on-going abuse. Sexual abuse can also occur without physical contact, in cases of obscene phone calls, exposing, or the pornographic use of children.*

With its concern for the welfare of children; the YMCA has developed policies, guidelines, and training for staff and volunteers to aid in recognizing, reporting and preventing child abuse. **The following are guidelines for ethical behavior which you are expected to follow :**

- at all possible times, avoid being alone with a single child where you cannot be observed by other staff or adults.
- do not discipline children by use of physical punishment or by failing to provide the necessities of care.
- do not physically, verbally, emotionally or sexually abuse children.
- inform children in a manner which is age appropriate of their right to set their own "touching" limits.
- release children to authorized persons only.
- do not relate to children who participate in YMCA programs outside of approved YMCA activities without operating unit executive approval; i.e., baby-sitting, weekend trips, foster care, etc. are not permitted.
- do not date a participant in your program who is under age 18.
- **at the first reasonable cause to believe that child abuse exists, report it to your supervisor or branch executive where procedures for reporting to the proper authorities will be reviewed.**
- be sensitive to the need for confidentiality; refrain from discussing any abuse matters with co-workers or parents and limit conversations to your supervisor, district executive or designated association office staff.
- document in writing any information regarding abuse, suspected abuse, or potential abuse.

In the event an incident or suspicion is reported which involves a staff member or volunteer, regardless of when the alleged incident takes place, it is considered job-related because of the youth-oriented nature of the YMCA. The staff or volunteer person will be immediately suspended. Reinstatement occurs only if all allegations have been cleared to the satisfaction of the investigating agency, the district executive, and the Vice President of Human Resources.

*\*\*You will be expected to sign a COPY of this document before beginning many volunteer roles at the YMCA of Greater Seattle. This copy is for your reference.\*\**