



**FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

HELPING YOU LIVE BETTER

**YMCA OF DODGE COUNTY
MEMBER HANDBOOK**



WELCOME TO THE YMCA OF DODGE COUNTY!

You are now a member of one of the finest and largest human-service organizations in the world! We are a mission-driven YMCA, committed to providing programs that build a healthy spirit, mind, and body for all.

We are here to serve you. We invite you to join our programs, our volunteers, and the caring spirit of our organization as we help to make our community a healthier and happier place to live.



This handbook is designed to answer your questions and to help you become more involved in the Y. Please don't hesitate to call upon one of our caring staff if you have additional needs or if we can be of assistance in any way!

Welcome to the Y Family!

A handwritten signature in black ink that reads "Dirk Langfoss". The signature is fluid and cursive.

Dirk Langfoss
CEO
YMCA of Dodge County



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THE Y IS FOR...

YOUTH DEVELOPMENT

The Y is the starting point for many youth to learn about becoming and staying active while developing healthy habits they'll carry with them throughout their lives. These benefits are far greater than just physical health, for they impact all aspects of daily living.

HEALTHY LIVING

Serving families has always been at the heart of the Y. The Y wants you to live healthy. Get started, intensify your workout, eat smart and find balance in your life. Let us help you today! Connect with friends, new and old, to get fit and engage in friendly competition.

SOCIAL RESPONSIBILITY

We are a powerful ally and advocate for our communities. Our experiences and strong relationships in 10,000 neighborhoods across the nation mean that we are able to organize grassroots efforts and influence public policy around a range of social issues including child welfare, education and public health.

The Y is you - the generosity of others is at the core of our existence. It is only through the support of our hundreds of thousands of volunteers and public and private donors that we are able to give back to the communities we serve.



BUILDING HOURS

Facility Operating Hours

Monday-Friday	5:00am - 9:00pm
Saturday	6:00am - 6:00pm
Sunday	11:00am - 4:00pm

Holiday Access

The Y is CLOSED on the following holidays:

- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- Easter

Holiday Building Hours (closes at 3:00pm):

- New Year's Eve
- Christmas Eve

Inclement Weather-Cancelation Policy

The YMCA of Dodge County will follow the Beaver Dam Unified School District's inclement weather closings. If the school district cancels school due to inclement weather, all Y programming will be cancelled as well. If the school district releases students early due to inclement weather, all Y programs for the remainder of the day will be cancelled. If the school district has a late start due to inclement weather, all Y programs will run as scheduled. Classes not held for holidays or due to inclement weather are not refundable and do not qualify for a credit.

Supervision of Children

Children seven years of age and younger must be with a parent or guardian, or in a class, structured program, or Child Watch. Parent or guardian must remain in the building.

Certain areas of the Y are restricted to use by specific age groups or restricted by specific supervision guidelines—such as the Wellness Center, swimming pool, etc. Please check with the Y for details.

MEMBERSHIP BENEFITS

At the Y, we are committed to strengthening the foundations of community by providing programs based on four basic character values—caring, honesty, respect, and responsibility. For more than a century, the YMCA of Dodge County has contributed to the lives of hundreds of thousands of boys, girls, men and women of all races, religions, and economic backgrounds. We are a not-for-profit organization with the unique opportunity to touch lives from infants through seniors.

Thank you for choosing the YMCA of Dodge County for your family's program and fitness needs. We consider it a privilege to serve you.

Benefits Include:

- ▼ Free Child Watch-babysitting while you work out!
- ▼ Free Land & Water fitness classes
- ▼ Free Fitness Consultation
- ▼ Free Family Fun Events
- ▼ Free open swim and gym time
- ▼ Free Guest Passes
- ▼ No Contracts to sign
- ▼ Membership credit when you refer a friend
- ▼ YMCA Character Values incorporated into all programs
- ▼ A place to become connected and build friendships that last a lifetime
- ▼ Reduced member rates for classes and programs
- ▼ Priority program registration
- ▼ Nationwide Membership – enables Y members access to any of the participating 2,600 YMCAs in the United States
- ▼ Treadmills and elliptical trainers in our Wellness Center with Strength training machines, free weights, and more
- ▼ Gymnasium
- ▼ Opportunities to serve, volunteer, and make a difference
- ▼ 2 Racquetball Courts
- ▼ Two Indoor Pools
 - **Family Adventure Pool** - Suit up and slide at the area's finest indoor water park! Enjoy our lazy river, water features, spa and our huge indoor slide that begins THROUGH THE ROOF, literally, and takes you on a journey outside the building to an amazing splashdown back inside the park. This pool is ideal for youth swim lessons, exercise programs, and propulsion walking. Temperature kept around 84 degrees.
 - **Competitive Pool** – Ideal for fitness swimming, swim team, and deep water fitness classes. Temperature kept around 82 degrees.
- ▼ Infrared Sauna
- ▼ Family Locker Room
- ▼ Men's and Women's Locker Rooms
- ▼ The Loft, Youth Wellness Area
- ▼ Opportunities to help support the Y's mission

MEMBERSHIP INFORMATION

Membership Card - Your Passport

Your membership card is a passport to the Y. Cards are non-transferable and remain the property of the Y. You are expected to present your card at the Welcome Center each time you enter the facility. Lost cards may be replaced for a nominal fee.

Membership Categories

The YMCA of Dodge County has the following categories of membership:

- ▼ **Youth:** Ages 6-12
- ▼ **Teen:** Ages 13-19
- ▼ **Adult:** Individuals 20-59
- ▼ **Two Adult:** Two adults age 20 or older
- ▼ **One Adult Household with Children:** Single parent household and their dependent children up to age 24
- ▼ **Two Adult Household with Children:** Two adult and their dependent children up to age 24
- ▼ **Senior:** Age 60+
- ▼ **Senior Two Adult Household:** Two adult membership with at least one member age 60+

Refer a Friend

Are you interested in saving money? The Y can help! Refer a friend and after their first monthly draft of membership dues you will receive a credit on your membership.

Membership Dues

Your Membership Dues can be paid in one of two ways:

1. **Monthly Automatic Draft:**
Upon joining you will pay prorated membership dues. You then authorize the Y to automatically withdraw your monthly dues from your checking or savings account. Your monthly dues continue as long as you are a member. You may discontinue your monthly draft by completing a "Cancellation Form" at the Welcome Desk or online under "Contact Us." All cancellations must be submitted by the 8th of the month to avoid future drafts.
2. **Annual Payment:**
Upon joining you will pay the annual payment in full which may be paid by using cash, check, or major credit card. Annual memberships cannot be transferred and no refunds are issued.

Please note: Additional charges will be applied to all accounts whose payments have returned uncollected.

Financial Assistance

Every day, the YMCA of Dodge County offers quality, affordable programs and services designed to benefit people of all incomes and backgrounds. The Y uses contributed funds to ensure that those unable to pay the stated amount are able to participate. Those unable to pay the full membership and program fee may receive assistance based on their demonstrated ability to pay and the Y's ability to fund the subsidy. Applications are available online or at the Welcome Center.

Membership Upgrade or Downgrade

Changes to your membership - including additions or deletions of individuals, or name and address changes - can only be made by the primary member and must be processed in writing at the Welcome Center. Verification of certain information may be required prior to processing the request.

Guest Privileges

Your guests may access the Y with one of the five complimentary passes given to each family and adult membership upon joining. Each September five complimentary passes are given to the membership unit. Members must accompany and are responsible for their guests during a visit to the Y.

Your YMCA - A Home AWAY from Home

When you travel you can use a YMCA in another city on a short-term basis. Use your YMCA card at more than 2,700 YMCAs nationwide. Guest fees and privileges may vary.

Child & Youth Access

Parents are responsible for their children at all times. We need your support in ensuring that children and youth will:

- ▼ Accept directions from the Y staff and abide by the guidelines of this handbook
- ▼ Show courtesy and respect for others while at the Y
- ▼ Refrain from offensive or hurtful language anywhere within the Y
- ▼ Take care of the facility and equipment

Child Watch

Healthy parents are happy parents. Drop off your child in our supervised playroom while you take some time (up to two hours per day) for yourself. This is a free member service for children ages 6 weeks to 7 years old with a Y membership. All participants must be signed in/out of Child Watch by a parent, grandparent, or legal guardian. Parent/guardian must remain on the premises at all times. The non member fee is \$3.00 per hour, punch cards can be purchased at the Welcome Center.



Lost and Found

The Y is not responsible for lost or stolen property; however, we do retain lost and found items whenever possible. Please contact the Y for the location of the lost and found. Items are kept for a 30-day period and then donated to charity.

Special Needs

The Y provides opportunities for people with physical and mental disabilities to use our facility and participate in programs. Please contact the Y about any accommodations needed for participation.

Program Materials and Information

Program guides, schedules, and flyers describing YMCA services and programs may be obtained at the Y or online at theydc.org.

No Smoking and Drug Policy

The Y's facility and grounds are drug and smoke free.

Suggestions/Comments

Your suggestions and comments are always welcome. Please contact any of our staff with your questions or suggestions.

If you have a specific concern which has not been resolved, please feel free to contact the CEO.

Rentals

The Y facilities may be reserved for special occasions for a fee. Reservations can be made with Jessica at 920-887-8811, ext. 122.

Emergency Procedures

- ▼ **Evacuations:** All emergency exits are clearly marked. Please familiarize yourself with their locations. Should an evacuation of the facility be required for any reason, follow the directions of the Y staff to ensure a safe and orderly exit from the building
- ▼ **Fire Alarm:** If the fire alarm sounds, please **STOP** all activity and evacuate the facility immediately

Accidents & Incidents

Contact a staff person immediately if there is an accident, injury, or unusual incident. However, please be advised that you are participating in all activities at your own risk and are fully responsible for yourself, your children, and your guests.

CODE OF CONDUCT

The Mission of the YMCA of Dodge County is “to put Christian principles into practice through programs that build healthy spirit, mind and body for all.” Our values include caring, honesty, respect, and responsibility. Respect for others through our actions is our central guide to help ensure that we enjoy a safe, welcoming and comfortable Y. Specific behavioral expectations while at the Y include:

Supporting the Y’s Mission

Modeling the values of caring, honesty, respect and responsibility.

Treating Others with Esteem

Avoiding the use of abusive, inflammatory, racially prejudiced, or offensive language, not engaging in physical or verbal conflicts with others, not participating in theft or vandalism.

Dressing Appropriately

Wearing clothes that match the Y activity (e.g., swimwear in pool) and that displays no vulgarity, profanity, or suggestive writing/graphics.

Displaying Sportsmanship

Refraining from divisive taunting, maintaining poise under stress, and acknowledging a good effort, by both teammate and opponent, during and after events.

Not Engaging in Sexual Activity, Harassment, and Obscene Displays or Conduct

No verbal or physical actions will be tolerated. Sexually suggestive clothing is prohibited.

Not Possessing Illegal Substances

Avoiding use of alcohol, tobacco, or other drugs. Alcoholic beverages and smoking are banned from the Y’s property/ sponsored activities, including all buildings, parking lots, and grounds.

Not Carrying Weapons

Bringing guns, knives, and other devices that may be used as weapons onto the Y’s property is not allowed. The police will be called immediately upon discovery of any weapon.

Not Misusing Photographic Devices

Cell phones, cameras and other photography equipment may not be used without individual consent of the subject and are strictly forbidden in locker rooms and restrooms.

Nurturing Children

Children are precious at the Y. It is incumbent upon every adult member to assist and guide them whenever necessary, and to report to staff any need for discipline.

Respecting and Caring for the Y's Property

Refraining from littering, theft, and other vandalism. We ask members to immediately report any problems with equipment and/or facilities.

Promoting the Code of Conduct

The Y promotes the Code of Conduct by holding others responsible and liable for their actions, asking violators to change their behavior and/or reporting incidents to Y staff.

Adherence to the Code of Conduct is required as part of your Y membership. Not adhering to the Code of Conduct may result in penalties. The Y is the final arbiter in all cases.



FACILITY INFORMATION

Aquatics

Swimming Pool Rules/Courtesies

- ▼ All children 7 and under must be ACCOMPANIED IN THE WATER BY AN ADULT
- ▼ Any prolonged and/or repeated breath holding activities are strictly PROHIBITED
- ▼ Non-swimmers and/or children with flotation devices must be kept within arm's reach of an adult at all times
- ▼ Only Coast Guard approved flotation devices are permitted for use by non-swimmers
- ▼ Lifeguards are on duty to enforce rules and respond in case of an emergency
- ▼ Showers must be taken before entering the pool
- ▼ Bathing suits are required. Gym shorts, cut-offs or street clothes are not allowed
- ▼ Running, horseplay, dunking, pushing and profanity are strictly prohibited
- ▼ Inflatable devices are not permitted (i.e. no rafts or water wings)
- ▼ Kickboards, flippers and other instructional devices are for swim classes and lap swimmers only
- ▼ Food, beverages, gum, tobacco products, alcohol, glass containers and pets are not allowed
- ▼ Young swimmers who are not toilet trained must wear appropriate swim diapers



Family Adventure Pool Rules

- ▼ Entry without a lifeguard on duty is strictly prohibited
- ▼ To participate in propulsion walking member must be 13 or older
- ▼ Street shoes and strollers are not permitted on the pool deck.
- ▼ No diving, running, or rough play in the pool area
- ▼ No playing or climbing on the islands or walls
- ▼ Children who are not completely toilet trained are required to wear swim diapers under their swimsuits

Slide Rules

- ▼ Children between 36 and 48 inches tall must ride with an adult. Children fewer than 36 inches are not permitted on the slide
- ▼ A tube is required to ride the slide
- ▼ Double tubes should have double riders. The smaller rider needs to sit in the front hole of the double tube
- ▼ No standing, kneeling, rotating, or stopping in the slide

Whirlpool Use Guidelines

- ▼ Patrons must be at least 16 years old to use whirlpool
- ▼ Limit use to 10 minutes
- ▼ Diving or jumping is prohibited in the whirlpool
- ▼ Underwater submersion is prohibited in the whirlpool
- ▼ Whirlpool use is not recommended immediately after intense physical activity
- ▼ Pregnant women and patrons with epilepsy cardiovascular or respiratory problems are not permitted in the whirlpool
- ▼ Patrons suffering from high or low blood pressure, heart disease, or diabetes should refrain from using the whirlpool

Lap Swimming Etiquette

- ▼ Please circle swim to allow multiple swimmers to use the same lane
- ▼ Notify all swimmers in a lane of your presence before entering the water
- ▼ If you need to rest in between laps, please do so at the extreme corner of the lane
- ▼ Water jogging in lanes is only permitted when there are not multiple swimmers present
- ▼ Please follow the lifeguard's direction we may need to move lanes in order to accommodate the aquatics schedule
- ▼ **Thank you for your cooperation!**

Diving Board Rules

- ▼ Hanging on diving boards is not permitted
- ▼ Back flips and other acrobatics off of the diving board are not allowed
- ▼ One swimmer on the diving board at a time
- ▼ Swimmers waiting to use diving board must wait at the bottom of the stairs until diving board is vacant and the water to be vacant of divers



Gymnasium – Safe Gyms Have Rules

- ▼ Please be courteous toward members and staff. Profanity and foul language are not permitted
- ▼ Children 7 and under must be actively supervised by an adult
- ▼ Food and beverages are not allowed except for water and during YMCA programming
- ▼ Non-marking indoor shoes are required for use of the gym. No swim suits allowed
- ▼ Fighting, threatening or indecent conduct will not be permitted
- ▼ YMCA programming takes priority over open gym time
- ▼ Dunking and hanging on basketball rims is prohibited except during YMCA organized leagues
- ▼ Music played over a speaker must be appropriate for all age levels and contain no profanity or derogatory language
- ▼ Basketball hoops are lowered only during classes, leagues, and when a YMCA supervisor is assigned to the gym
- ▼ Families and individuals will be given priority during open gym. Pick-up games cannot use more than half of the gym during this time
- ▼ As a family facility, we expect all members and guests to act within the boundaries of the YMCA's core values of honesty, respect, responsibility and caring
- ▼ **The Y is not responsible for lost or stolen articles. Please keep your valuable items at home**
- ▼ **The YMCA management staff reserves the right to modify the rules at its discretion to ensure the safety of all members, guests and staff. Good sportsmanship is expected for all activities**

Locker Rooms

General Rules

- ▼ Please secure your belongings (locks are available for purchase at the Welcome Center)
- ▼ Permanent locker service is available for an additional charge
- ▼ Lockers are for daily use only, except for permanent locker service. All locks remaining at the close of business will be removed on a nightly basis. Removed contents are stored at the Welcome Center for 30 days. We are not responsible for the replacement of cut locks
- ▼ Cell phone cameras and other photography equipment are strictly forbidden in locker rooms and restrooms

Additional Rules

- ▼ Family Locker Room - Members who prefer more privacy are welcome to use our family locker room that has private showering spaces and changing areas. Please change clothing in the privacy rooms

Racquetball Courts

- ▼ Appropriate attire and proper shoes are required **GOGGLES ARE HIGHLY RECOMMENDED FOR YOUR SAFETY**. For your convenience, racquets, racquetballs and goggles are available for checkout at the Welcome Center
- ▼ Children 15 and under must be accompanied by a parent to play racquetball
- ▼ Reservations can be made up to 72 hours in advance
- ▼ Court Time Limit: 1 Hour
- ▼ Members may only reserve courts under their own names
- ▼ Only YMCA staff members may enter a reservation into the reservation binder
- ▼ Courts will be forfeited if, 15 minutes after the start of the scheduled reservation, the reserving member has not checked in



Wellness Center Guidelines

- ▼ The Health and Wellness Center is for members age 13 and above. Youth ages 13-15 can be in the Wellness Center Monday-Friday until 7:00 pm and Saturdays and Sundays until 1:00 pm. It is highly recommended that all youth ages 13-15 take the FREE Teen Strength class or have a FREE orientation to learn how to use the equipment and the rules of the Wellness Center
- ▼ 30-minute time limit on all the cardio equipment is enforced at peak times
- ▼ Please wipe seat, handles, and other areas of equipment after each use
- ▼ Members doing numerous sets should allow other members to use equipment between sets
- ▼ Please wear appropriate attire. Each participant is asked to wear comfortable clothing such as T-shirt, shorts/ pants and tennis shoes. Midriff must be covered. Wearing street shoes, jeans or a sports bra without a shirt is NOT allowed
- ▼ Please be courteous toward members and staff. Profanity and foul language are not permitted
- ▼ To prevent injuries, no gym bags, towels, etc. are allowed on the fitness floor, all personal items should be placed in the locker room or cubbies
- ▼ No food or beverages other than water on the fitness floor
- ▼ No talking or taking pictures with your cell phone while on the fitness floor
- ▼ Towels are to be placed in appropriate receptacles after use
- ▼ The management reserves the right to alter and/or amend the operating schedule as needed; any alterations will be posted immediately
- ▼ **Outside personal trainers or coaches are not permitted to work with or train YMCA members or guests**

The YMCA is concerned about the health and wellbeing of our members, guests and program participants. Please be aware that there are inherent risks related to physical activity.

Wellness Center Etiquette

- ▼ While performing workout sets, be mindful of others waiting. Do not rest on the machine between your sets. Allow others to perform a set while you are at rest
- ▼ Do not use machines or benches for sitting or anything else besides their primary purpose
- ▼ Raise and lower weights in smooth, fluent motions. Do not “bang” weights
- ▼ Do not drop free weights and/or dumbbells on the floor carelessly
- ▼ Exercise balls have recommended weight limits. Do not add additional weight when using them (e.g. hand weights and bar bells)
- ▼ Always return weights to their proper storage area when finished
- ▼ Wipe off machine and equipment when you are finished

WHAT TO DO IF SOMEONE IS USING THE MACHINE YOU WANT:

- ▼ Ask if you can perform a set while they are at rest between their sets
- ▼ Ask them how many sets they have remaining on the respective bench or machine
- ▼ Avoid “hovering” or pressuring the person working out to stop. Please wait your turn

Group Exercise

Age Guidelines

- ▼ Members ages 16 and older may participate in all group exercise classes
- ▼ Members ages 13-15 may participate in Yoga and Pilates if they are accompanied by an adult (age 18+) who is participating in the class

Equipment

- ▼ Equipment should be returned to its proper storage place
- ▼ Weight-bearing exercises should not be performed against the mirrors

Proper Attire

- ▼ T-shirts, shorts, sweatpants, socks and closed-toe athletic shoes are acceptable
- ▼ Street clothes— including jeans, sandals, street shoes, and swimsuits are not allowed

Safety Guidelines

- ▼ It is highly recommended that you see a physician before beginning an exercise program, especially if you have any pre-existing medical conditions
- ▼ Members must follow the class guidelines and instructor’s directions
- ▼ To avoid class distractions, please turn off all electronic devices
- ▼ Please secure your coats, gym bags and all other valuables in a locker



PROGRAM INFORMATION

Program Fees

Specific program date, time, and fee information is available in our Program Guide and online. Program fees are set to provide quality services and represent the cost of providing activities or services not included in your membership dues. Members receive a reduced rate on almost all programs.

Program fee refunds are made only when there is a cancellation of the activity due to insufficient enrollment, a verified medical illness, or with Director approval.

Full Day Child Care

At the Y, we believe the values and skills learned early on are vital building blocks for quality of life and future success. Here, babies develop trust and security, preschoolers experience early literacy and learn about their world, and school-age children make friends and learn new skills. Full time (five days a week) and part time (two or three days a week) child care is available. Contact Child Care Director, Krystle Polenska, at 920-887-8811, ext. 108.



School Age Child Care

The Y is the largest provider of school age child care programs in the United States. Children are given a safe and fun place to be before and after school. We provide school age child care programs for the convenience of working parents. On most days that school is out, including parent teacher conferences and winter/spring breaks, the Y provides the School's Out Days Program. This program is made up of a variety of activities at the YMCA, which may vary based on which school districts are out. Contact our School Age Child Care Director, Lisa Heid, at 920-887-8811, ext. 109 for more information.



Summer Day Camp

If you are looking for summer activities for your preschool and school aged children, check out our Summer Day Camps. Our structured programs are fun, educational, and full of adventure. Day Camp at the Y is also a great experience during those long breaks from school. Campers have the opportunity to grow in spirit, mind, and body with other children. Contact our School Age Child Care Director, Lisa Heid, at 920-887-8811, ext. 109 for more information.

Aquatics

The YMCA is the nationwide leader in helping people of all ages feel safe in the water. Each year, the Y teaches thousands of children and adults to swim and certifies a majority of area lifeguards. Whether it's participation in swim lessons, birthday pool parties, or swim team, you'll find water fun at the Y.

Fitness & Wellness

Which direction is your wellness journey taking? Are you marching towards high blood pressure, obesity and depression? Or are you taking control of your journey and heading towards total wellness? The Y offers multiple programs to keep you engaged, inspired and efficient in your path towards wellness. We offer:

- ▼ Fitness Consultations
- ▼ Group Cycling
- ▼ Group Exercise
- ▼ Personal Training
- ▼ Group Challenges throughout the year to motivate you towards your fitness goals

Whether you are taking the first steps in your journey, you've fallen off the trail and are ready to get back on, or you've been on the path for a while, the YMCA of Dodge County has something to offer everyone.



ANNUAL CAMPAIGN

In support of the Y's Mission, Annual Campaign is conducted each year from February through April. This campaign helps to ensure that everyone in our community has access to our Y and it's many resources. This campaign raises funds to provide children and families with the opportunity to participate in Y programs such as summer camp, child care, youth sports, and swim lessons. These families would otherwise be unable to participate due to their financial situations.

As a Y member, you have the opportunity to participate in the Annual Campaign. All Y campaigners are volunteers, dedicated to helping others within the Y family. Training is provided, and new campaigners are always welcome. Please consider a donation to the campaign and/ or volunteering to help raise funds. Contact the CEO, Dirk Langfoss, for more information.

If you or someone you know is in need of financial assistance, please contact Elizabeth Kelm at ekelm@theydc.org. All requests are confidential.



VOLUNTEERS

Every year thousands of volunteers support the Y's overall purpose of helping people reach their God-given potential in spirit, mind, and body. Volunteers are needed today for:

- ▼ Youth Sports Coaches and Referees
- ▼ Special Events
- ▼ Youth Programs
- ▼ Board of Directors/ Committees
- ▼ Pioneering Healthier Communities
- ▼ Teaching Skills
- ▼ Administrative Tasks
- ▼ Fundraising
- ▼ Maintenance

Become a vital part of the Y community - your special talents will really make a difference!

