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Volunteer Screening for Board Members: Step-by-Step Manual

The following guide was created to assist the YMCA of Florida's First Coast board members in completing the mandatory volunteer screening process required as a condition of the YMCA's Praesidium accreditation. The process consists of three parts: applying online to the volunteer posting, completing the background screening and volunteer forms, and completing the required Praesidium trainings.

Part 1: Applying Online to the Volunteer Posting

- 1) Go to the First Coast YMCA job board. On the First Coast YMCA site you will go to About Us > Employment > and then scroll down to Discover Your Purpose. Alternatively, below is a direct link.

<https://secure4.entertimeonline.com/ta/6149102.careers?rnd=YNW&%40rtm=1&JobsSearch=1>

- 2) Select the All job types filter and then select **Volunteer**. The options will refresh. If you are a Metro Board Member, you will apply to the Metro Board Member volunteer posting. Advisory board members will apply to the volunteer posting for their branch.

This is the all job types filter where you select 'Volunteer' to filter the choices down. You can also use the search bar.



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3) Once you find the correct posting, click the blue **Apply** button.

18 jobs: All locations

Sort by newest ▾ 1 of 1 18 Rows

VOLUNTEER - Metro Board Member

Jacksonville, FL
Volunteer

Volunteers at the Y are the catalyst for change in our communities. The YMCA of Florida's First Coast takes great pride in its volunteers; without them, we would not exist. Volunteerism has been at the core of the YMCA since its founding in 1844 when a ...

Apply

4) A new tab will open in your web browser for UKG, our human resources platform. Select **create a new account**.

the Y

YMCA OF FLORIDA'S FIRST COAST

← **VOLUNTEER - Metro Board Member**
Jacksonville, FL

i Have you worked here before? If so, enter the username you used when you worked at this company or use your personal email address you used for your account.

Log in 1:57 PM [EDT]

Username*

Password*

Log In

Forgot username? | Forgot password?

Create a new account

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- 5) Create your account by entering your email address as your username, selecting a password, entering your first and last name, and your zip code. Then select the blue **create a new account** button.

Create a new account 1:59 PM [EDT]

Email or username*

Re-enter email or username*

Password* [?](#)

Re-enter password*

First name*

Last name*

Country*

Postal zipcode*

Resume [?](#)
[Upload Resume](#)
[Sample Format](#)

Create a new account

- 6) Now you will need to complete your applicant profile/application for the volunteer position. On the side bar you can see that there are 6 total steps. On the first page, **contact information**, scroll down past the introduction.



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The side bar shows you where you are throughout the application at any given time. Scroll down on the contact information page to begin completing the application.

My Jobs Portal > My Applicant Profile

Job Listing: VOLUNTEER - Metro Board Member/Jacksonville [View Full Details](#)

[Populate From LinkedIn](#) [Save](#) [Save & Continue](#)

Incomplete 0%
Last Updated on: Mar 14, 2024 1:59 PM

- Contact Information**
- Resume
- Education
- EEO/Veteran Information
- Cover Letter, Resume & Supporting Documents
- Job Application Summary

Contact Information

Please complete and save all sections of the applicant profile. Don't forget to save when you complete your pages.

Welcome to the Y! You belong here!

At the Y, we work hard to create communities we all want to live in – where everyone has access to the opportunities and resources to help them achieve health, gain confidence, make connections and feel secure at every stage of life.

We are committed to diversity and inclusion and believe in welcoming and celebrating all characteristics that make us different.

To realize our vision here in Northeast Florida, we pledge to develop new generations of changemakers.

We're looking for people who share our values and exhibit the attributes of CARING, HONESTY, RESPECT, and RESPONSIBILITY to join us and do their best work.

7) Fill out your contact information. Your name and email will already be filled out, but you will need to enter your phone number and address. Then scroll down.

My Jobs Portal > My Applicant Profile

Contact Information

Salutation

First Name * Middle Name

Last Name * Suffix

Personal Email * Secondary Email

Code Work Phone Primary

Code Cell Phone * Primary

Code Home Phone Primary

Address

Country * Street *

City * State *

Zip *



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8) There are some additional questions that require an answer. Please enter **N/A** for these questions in the free text box.

Additional Questions

NOTE: Conviction of a crime will not necessarily disqualify you from employment. Factors such as age at the time of offense, type of offense, remoteness of the offense, and rehabilitation will be taken into account in determining effect on suitability for employment. Failure to disclose information, however, may disqualify you from further consideration.

Describe a time when someone you knew broke the rules or did something that made you or someone else feel uncomfortable. How did you respond? *

Tell me about a time when someone commended you for your good judgment and common sense. *

Tell me about a time when you had to stick to a rule, even though it did not seem reasonable. How did you handle that situation?

Scrolling down there are a few more additional questions with drop-down answers. These questions also require answers. Make selections and then select **Save & Continue**.

Have you ever been convicted of a crime, pled no contest, had adjudication withheld, or are you the subject of pending charges? *

Have you ever been subject to a child or adult abuse investigation? *

Are you 18 years old or older? *

If "Yes" to the previous question, please explain (conviction of a crime will not necessarily disqualify you from employment):

If "Yes" to the previous question, provide date, charge, and comment:

Security Question

Question

Answer



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- 9) On the next page you will be asked to upload a resume. Although it is required, you can upload any file in place of a resume. The system just needs a file to be uploaded before it will proceed from this page. Select the **Upload Resume** button and upload a file.

Incomplete
16%
Last Updated on: Mar 14, 2024 2:03 PM

Contact Information

Resume

Education

EEO/Veteran Information

Cover Letter, Resume & Supporting Documents

Job Application Summary

Resume

Save time and populate your profile during a resume upload. For the best results download the preferred resume format template.

Please upload your resume. When you are finished, click "Save & Continue" to move to the next page.

Upload Resume

Resumes are mandatory for all employees and interns. Volunteers can also upload any supporting document here. Only one document can be uploaded.

Add Resume

Add your resume and allow our Applicant Profile Builder to fill in your information.

To change your current Resume, please select 'Upload Resume' to search and upload a new file. Be sure your resume meets the upload requirements.

- Valid resume formats are PDF, DOC, DOCX, TXT, RTF.
- Uploading your resume could take several minutes depending on file size and your internet connection.

[Upload Resume*](#)

Not sure if you have the best resume format?
Download the help document which covers our preferred resume format.

[Resume Format](#)

- 10) Scroll down to complete one more required field on the Resume page. For the **Referral** field, select any option. Then select **Save & Continue**.

[Resume Format](#)

Additional Information

Referral *

Email

Eligible For Work in the USA *

If you selected "Employee Referral", please provide their name(s):

Please provide the days and hours you are available to work.

[Populate From LinkedIn](#) [Save](#) [Save & Continue](#)



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- 11) On the next page, you will be asked to select your Highest Education Completed from the drop down. Select an option and then scroll down and select **Save & Continue** to move to the next page.

Resume

Education

EEO/Veteran Information

Cover Letter, Resume & Supporting Documents

Job Application Summary

Please list all education including high school, colleges, or trade schools. If not applicable, please add N/A. You must provide at least 1 educational institution(s).

When finished click "Save & Continue" to move to the next page.

Education History

Please list all of your education, starting with High School/GED completion. You may add information for up to 3 schools. Select the number of schools you would like to add information for from the "# Schools" drop-down below.

Highest Education Completed*

Bachelor's Degree

(Current/Most Recent School)
School Name #1

Show Details

+ Add Another School

- 12) On the EEO/Veteran Information page, complete the required Gender, Ethnicity, and Citizenship fields with the drop down options. Then select **Save & Continue**.

Gender*

Undefined

Ethnicity*

Citizenship*

Primary Language

Secondary Language

Are you a Full Time Student?

Are You A Protected Veteran?

Visa Type

Populate From LinkedIn

Save

Save & Continue



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13) On the Cover Letter, Resume & Supporting Documents page, you do not need to do anything. Skip this page by immediately selecting **Save & Continue**.

Job Listing: VOLUNTEER - Metro Board Member/Jacksonville [View Full Details](#)

Save Save & Continue

Incomplete 66%
Last Updated on: Mar 14, 2024 2:06 PM

- Contact Information
- Resume
- Education
- EEO/Veteran Information
- Cover Letter, Resume & Supporting Documents
- Job Application Summary

Cover Letter, Resume & Supporting Documents

Add your cover letter. Don't have a cover letter? No problem, you can add some comments for the hiring manager. X

Please paste your text format cover letter or any additional comments in the space below.

Upload Documents

Application Resume

14) The final page, **Job Application Summary**, just provides a full summary of all of the information you have entered so far. There are two buttons available at the top and bottom of the page: Apply With Signature and Apply Without Signature. Either button can be pressed to submit your application, but your application will not be submitted until you see the pop-up box as shown below:

My Jobs Portal > My Applicant Profile

Job Listing: VOLUNTEER - Metro Board Member/Jacksonville [View Full Details](#)

Apply With Signature Apply Without Signature

Complete 100%
Last Updated on: Mar 14, 2024 2:07 PM

- Contact Information
- Resume
- Education
- EEO/Veteran Information
- Cover Letter, Resume & Supporting Documents
- Job Application Summary

Job Application Summary

Contact Information

Contact Information

Name Personal Email

Completed

Nice! Your application has been submitted for consideration.

OK

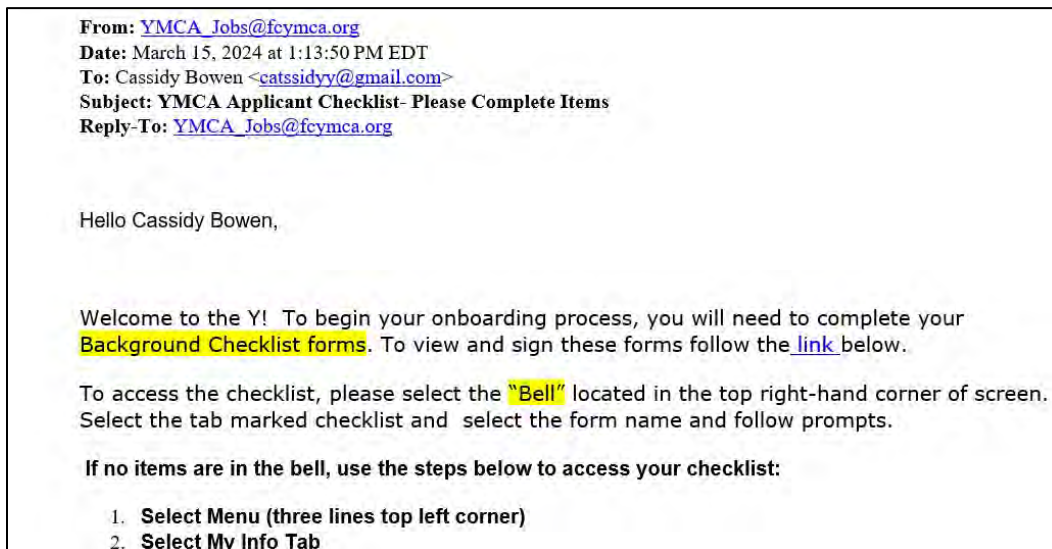


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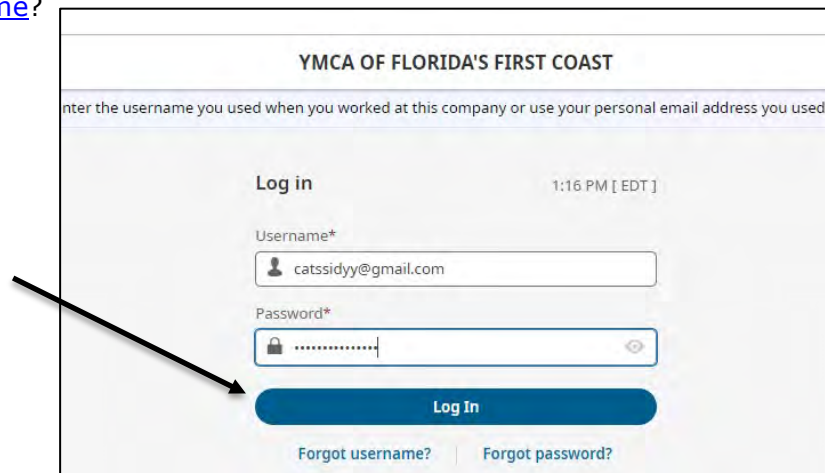
Part 2: Completing the Authorization Checklist

Shortly after completing your application in UKG, you will receive an email asking you to complete a checklist in UKG (where you completed your volunteer application). This checklist consists of two board member-specific forms and three background screening forms that are required for all volunteers and employees.

- 1) You will receive an email notification once your checklist is assigned to you and is ready for completion. This email will come to YMCA_Jobs@fcymca.org (it may go to your Junk or Spam inboxes).



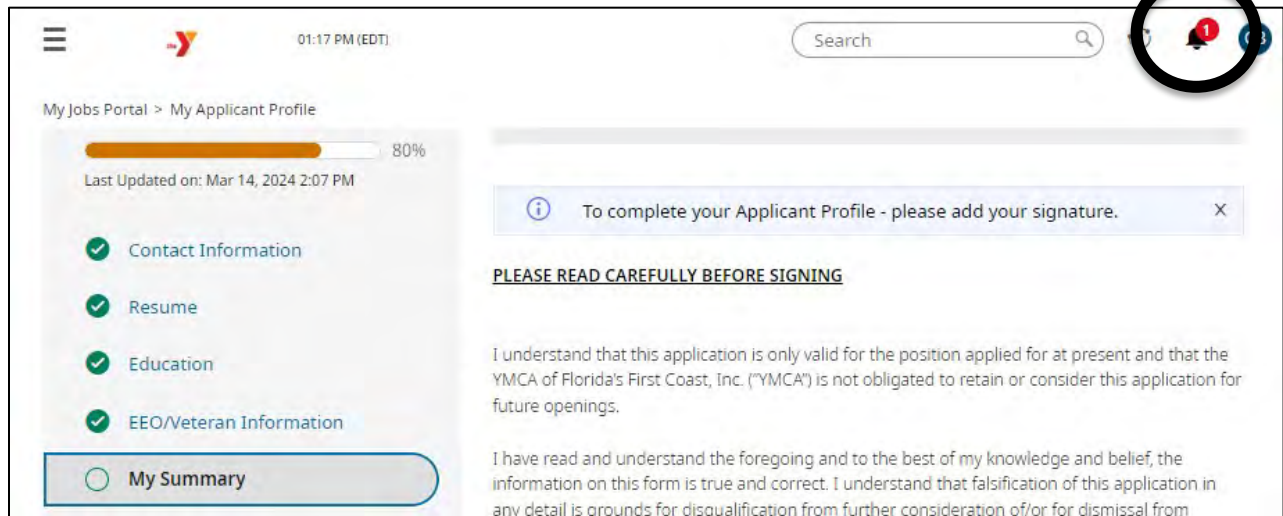
- 2) Go back to UKG and log in using the username and password you created when you applied. This is a link to the log in portal:
<https://secure4.entertimeonline.com/ta/6149102.careers?rnd=LIF&Ext=careers&sf t=ETKDZTLTIP#home?>



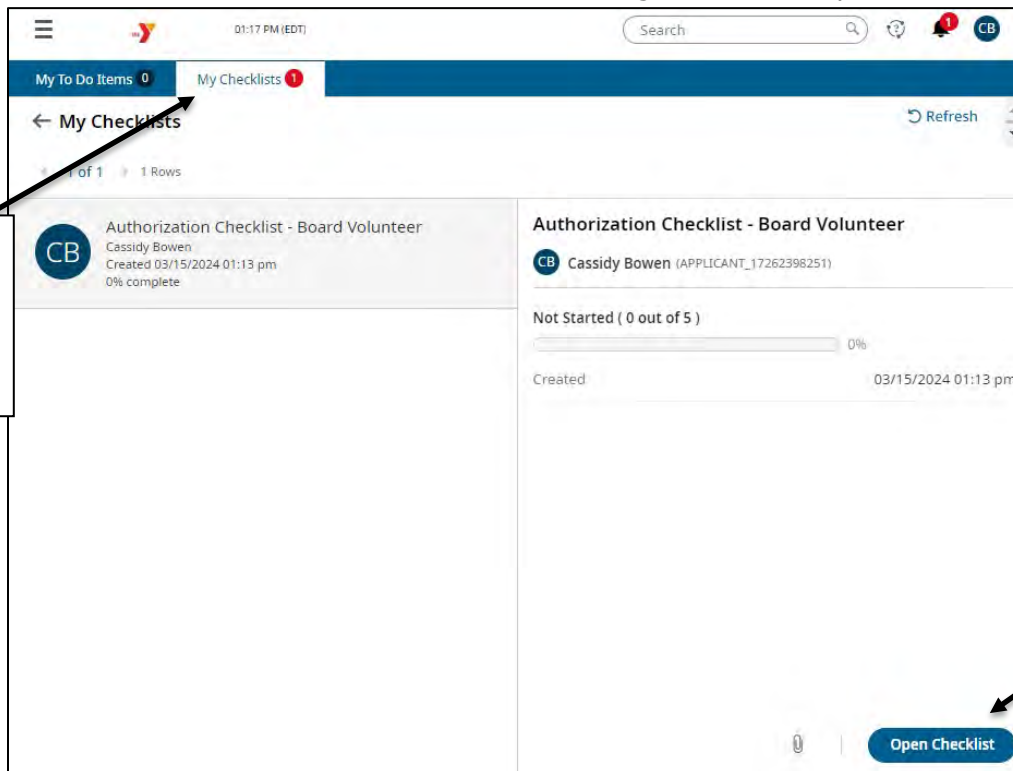


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- 3) When you log in, it will bring you back to the summary of your job application. Note the red 1 at your to-do bell in the upper left-hand corner. Click your to-do bell to go to it.

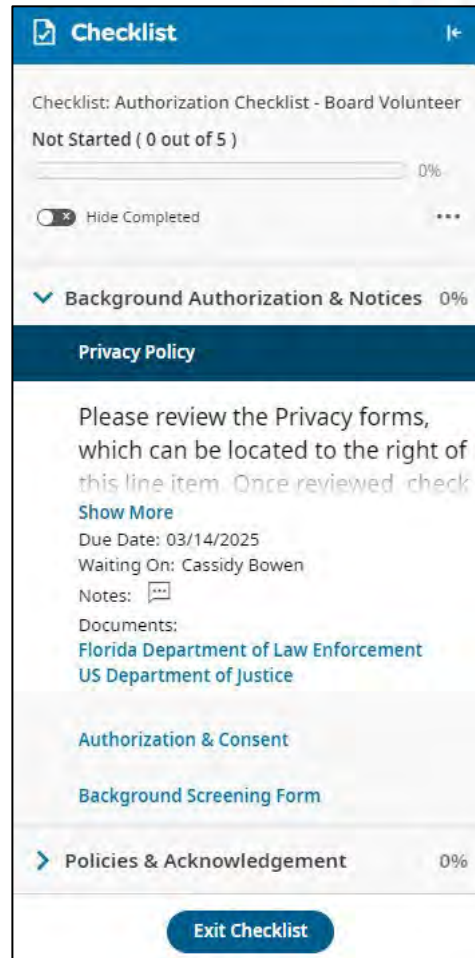


- 4) On the to-do bell page, select the **My Checklists** tab to view your **Authorization Checklist**. Select the blue button in the bottom right corner to open the checklist.



Make sure to select the **My Checklists** tab after selecting the to-do bell.

- 5) The checklist will open with a sidebar menu and the first form. The sidebar menu allows you to track your progress through the checklist and navigate to the different forms as needed. The Authorization Checklist consists of five forms total: three background-screening forms and two board member policy forms. You can collapse the checklist side bar by clicking the small button in the top right corner of the side bar.



- 6) All of the forms require a signature. The only form that requires additional information is the Background Screening Form, which is the form where you will enter your information to be used for the background screening. To sign the forms digitally, type your name and then click the **Sign** button.





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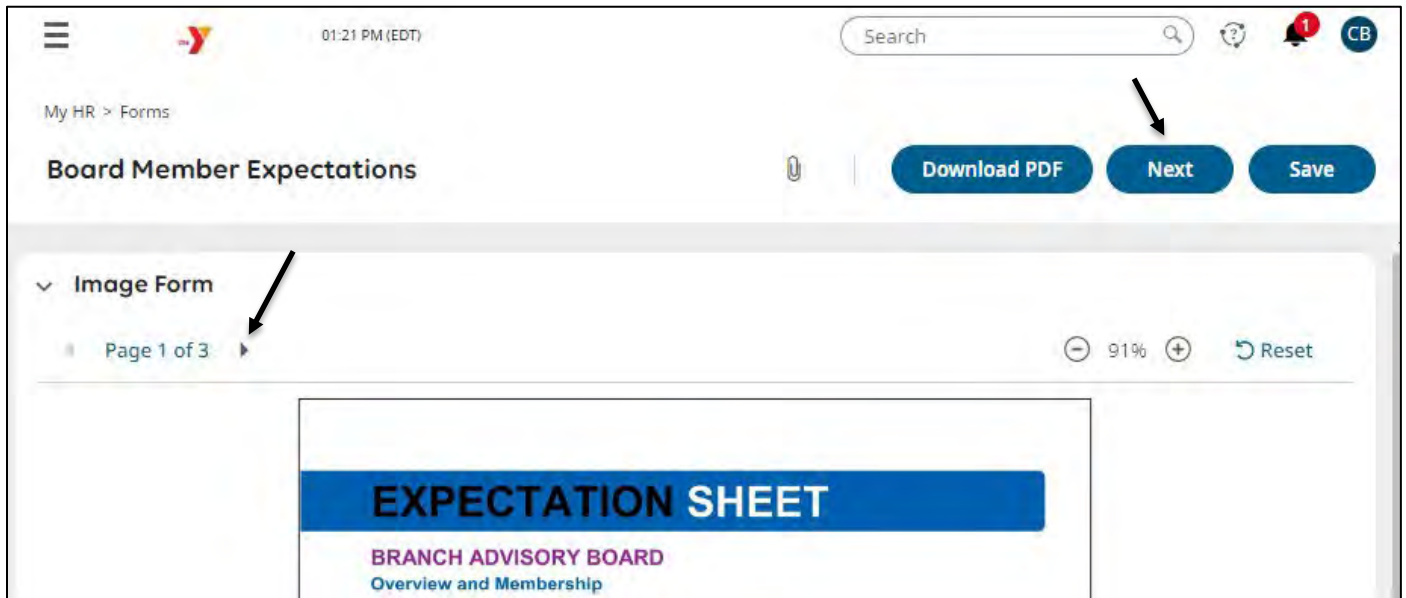
- 7) When you click **Sign**, a pop-up box will appear asking you to enter your password to confirm that you have read the form you are signing. Enter your password and then select **I Agree** to finalize your signature.

- 8) At the top of the page, a **Submit** button will appear after you sign the form. Select **Submit** to submit the signed form. You will then automatically be moved on to the next form in the checklist.

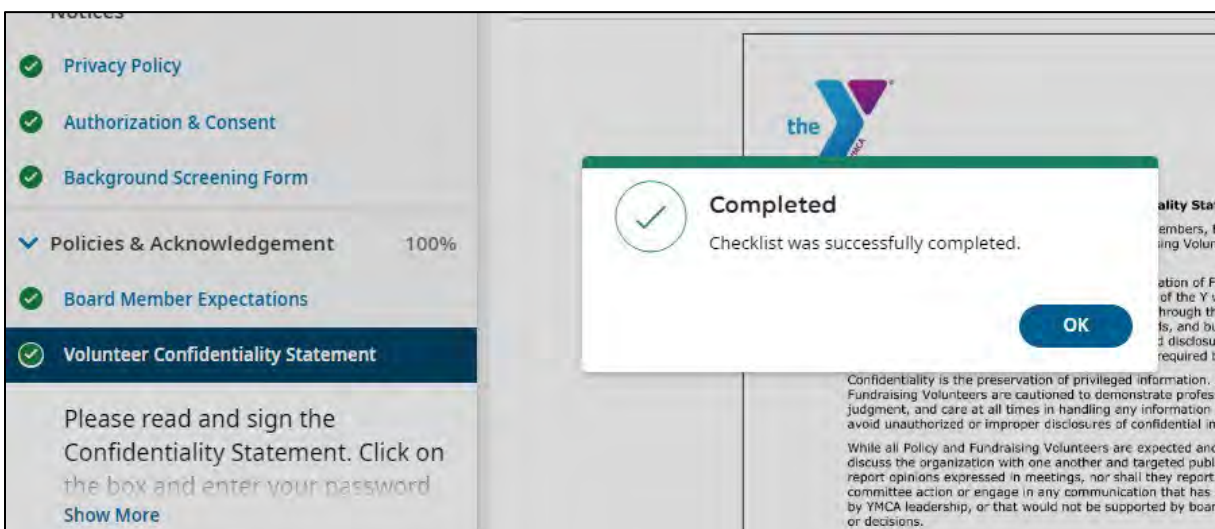


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- 9) Complete the three background screening forms. For the first board member-specific form, there are three pages. You will need to view all three pages to get to the signature on the third page. You can select either the arrow buttons or the blue **Next** button to navigate the pages.



- 10) Once you submit the last form, you will receive a confirmation pop-up box that the checklist has been fully completed. **Your checklist has not been fully completed and/or submitted until you see the below pop-up box.**



You have now completed
your volunteer paperwork
and can log out of your UKG
account!



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Part 3: Completing the Required Praesidium Trainings

The YMCA endorses and enforces its policies and practices to provide a safe environment. Our first priority in all youth programs is care and safety. We make every effort to prevent child abuse: verbal, physical, emotional or sexual.

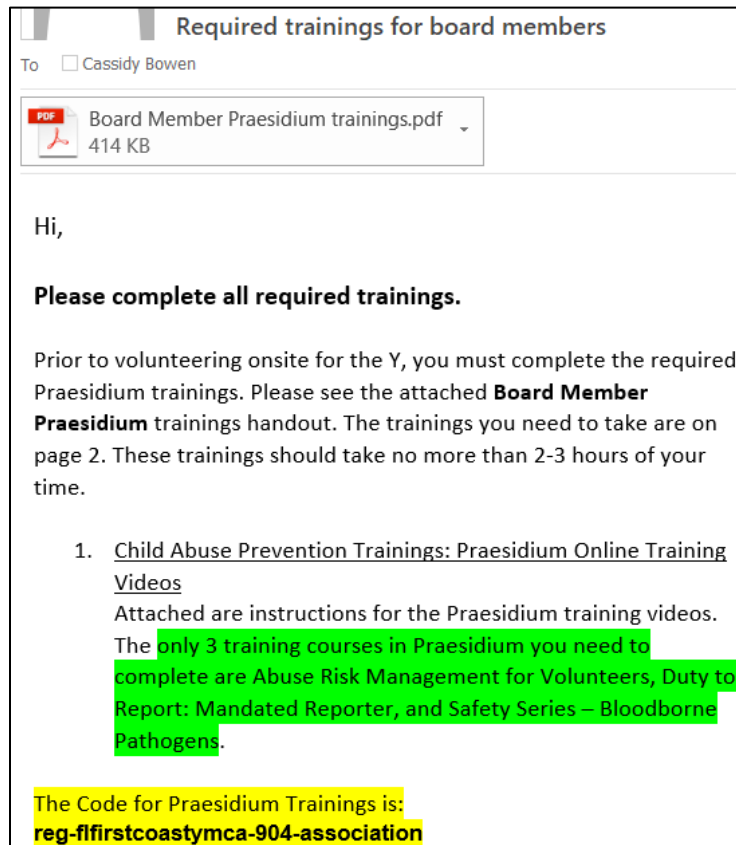
The YMCA's goals are to support and strengthen the family unit, to help children develop to their fullest potential and to deliver the program in a positive YMCA environment of safety, support and care.

As a condition of volunteering, all board members are required to complete the below two Praesidium trainings:

1. Duty to Report: Mandated Reporter
2. Abuse Risk Management for Volunteers

The following guide will assist you in creating your Praesidium account and navigating the site to complete the three required trainings. This is the final step in the volunteer process.

- 1) You will receive an email from cbowen@fcymca.org with your training instructions after you complete the authorization checklist in UKG.





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- 2) Go to <https://www.praesidiumacademy.com/redeem> and enter your information and the registration code to create your account. After you enter the registration code, select Validate.

Fill in your details, validate your redemption code, and click redeem to access the school.

Already a Member? Sign In

First Name

Last Name *

Email Address

Password

Password Confirmation

Enter Code Here

Validate

The registration code is **reg-flfirstcoastymca-904-association**

- 3) If you have entered the registration code correctly, pressing the **Validate** button will result in the below message:

Fill in your details, validate your redemption code, and click redeem to access the school.

Congrats, your code has been validated!

Already a Member? Sign In

First Name *

Last Name *



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4) Scroll down and check the box to agree to the Terms and Conditions and then select Register.

I agree to the [Terms & Conditions](#) **Register**

5) On the next page, there will be fields to designate yourself as a volunteer or employee, full-time or part-time, and to choose a category that best describes your role. The below answers are suggested for you. Then select Save and Continue.

1. Volunteer
2. Part-time
3. Board/Council Member

PRAESIDIUM
ACADEMY

Thanks for Signing Up. Please fill out the following information before you continue.
Asterisks (*) indicate required fields.

* 1. (Ref 1) Are you an employee or volunteer for the organization you have a Praesidium Academy account with?
Volunteer

* 2. (Ref 2) Are you a full-time or part-time employee/volunteer?
Part-time

* 3. (Ref 3) Which category best describes your role?
Board/Council Member

Save & Continue



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- 6) You will be logged into your account and brought to the Praesidium dashboard. You can find the required trainings by either searching for them manually by scrolling up and down on the dashboard page, or by using the search bar and entering the names of the trainings (recommended).

The screenshot shows the Praesidium Academy dashboard for Cassidy Bowen. At the top, there is a search bar with a magnifying glass icon. Below the search bar, there are two course cards: "Creating a Safe Environment: (C.A.S.E. for Learners 2022) (ENG)" and "Abuse Risk Management (ES)".

This is the search bar where you can enter the names of the trainings you are searching for. You do not have to enter the full name of the training before pressing enter or selecting the magnifying glass icon to search.

For example, here I searched for the Mandated Reporter training by searching Duty to Report.

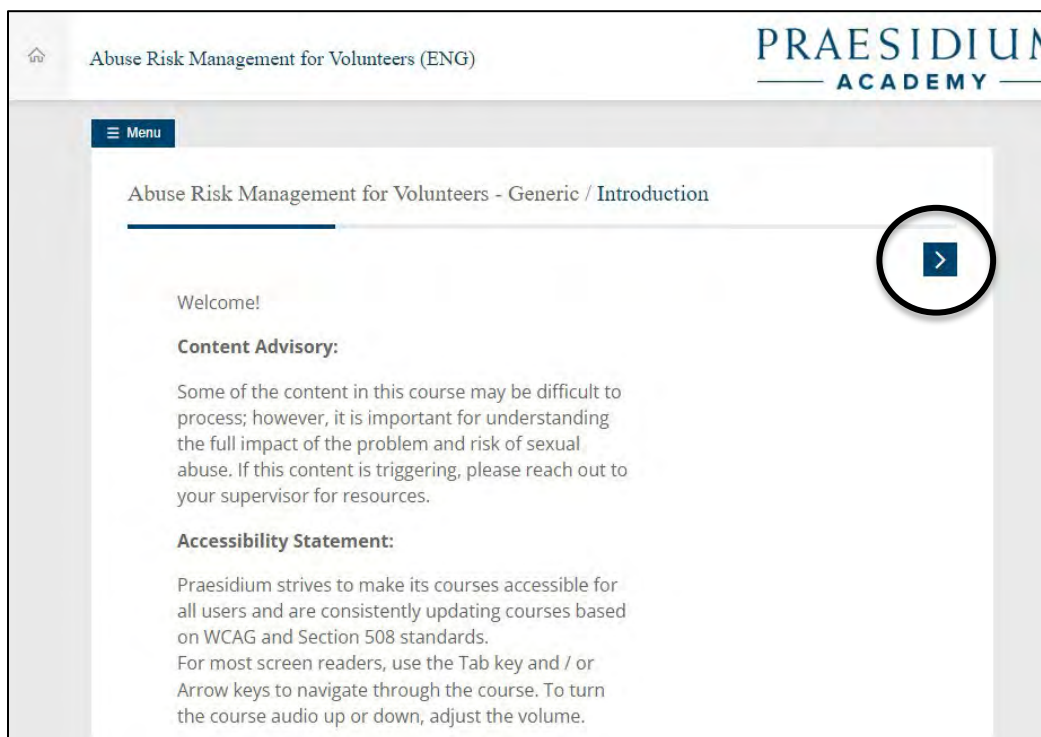
The screenshot shows the search results for "Duty to Report". The search bar contains "Duty to Report". The results are filtered by language, showing two options: "Spanish (1)" and "English (1)". The Spanish result is titled "Duty to Report: Mandated Reporter (ES)" and the English result is titled "Duty to Report: Mandated Reporter (ENG)". Both results include a "Start Course" button.

7) Select **Start Course** to take the training.



 <p>ESPAÑOL</p> <p>Abuse Risk Management for Volunteers (ES)</p> <p>Course Spanish</p> <p>Este curso muestra a los voluntarios cómo operan los abusadores, los efecto...</p> <p>Start Course</p>	 <p>ENGLISH</p> <p>Abuse Risk Management for Volunteers (ENG)</p> <p>Course Course Time: 30 minutes</p> <p>This course shows volunteers how offenders operate, the devastating effects...</p> <p>Start Course</p>
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8) The course will open in a new tab in your web browser. Each training includes a small introduction that teaches you how to navigate through the training. You can select the arrows on the screen or use the tab key or arrows on your keyboard to navigate through the course.



Abuse Risk Management for Volunteers (ENG)

PRAESIDIUM ACADEMY

Menu

Abuse Risk Management for Volunteers - Generic / Introduction

Welcome!

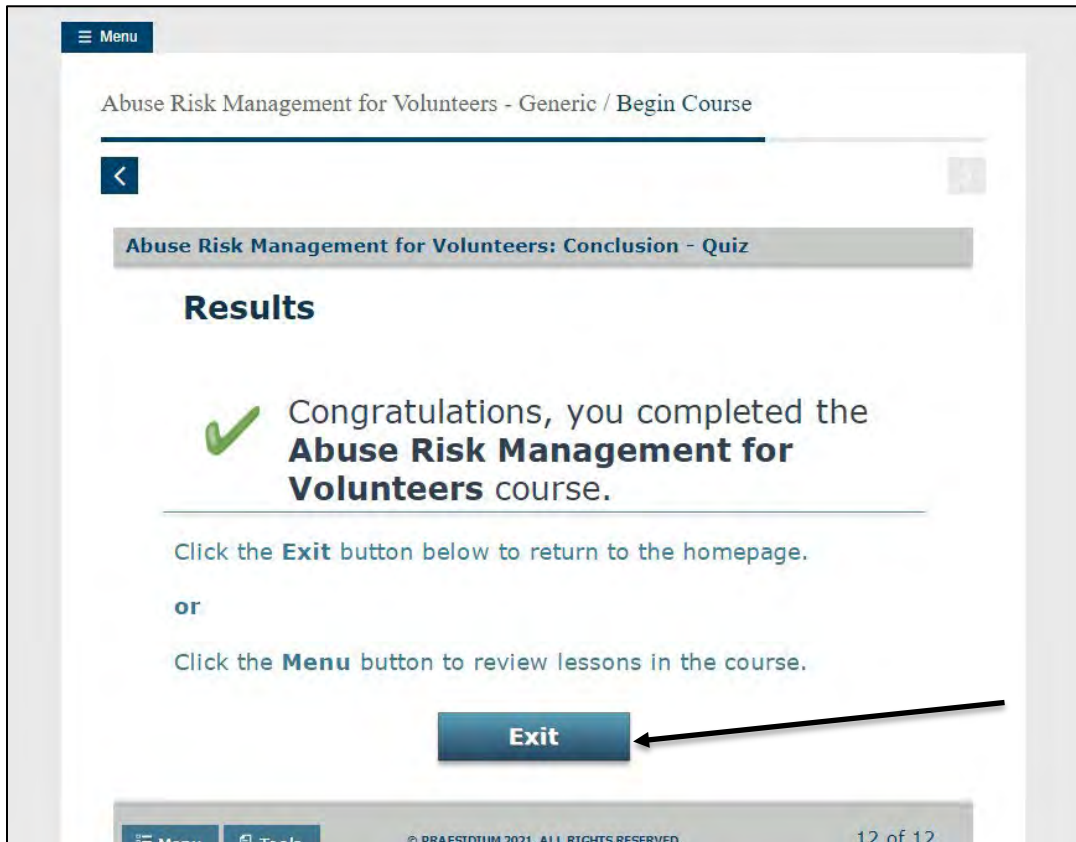
Content Advisory:

Some of the content in this course may be difficult to process; however, it is important for understanding the full impact of the problem and risk of sexual abuse. If this content is triggering, please reach out to your supervisor for resources.

Accessibility Statement:

Praesidium strives to make its courses accessible for all users and are consistently updating courses based on WCAG and Section 508 standards. For most screen readers, use the Tab key and / or Arrow keys to navigate through the course. To turn the course audio up or down, adjust the volume.

- 9) Each course consists of content and a short comprehension quiz at the end. Once you complete and pass the quiz, you will see a page like below. Select the blue **Exit** button to leave the course.



- 10) When you exit out of the course and go back to the Praesidium dashboard, you will see a new section above the course catalog that has a list of your Completed courses and your Certificates.

