



Volunteer Recruitment Information

Thank you for your interest as a volunteer with the **Guelph Community Health Centre**.

Volunteering is a great way to contribute to your community, meet people, gain skills and experience. Volunteers are an important part of our team. Many of our programs depend on the support of volunteers to be successful. We have a wide variety of opportunities throughout the week in our Early Years programs, Clinic, Community Health programs and some administration support.

- The agency accepts volunteers 14 years of age and over. Parent consent and signature is required for anyone under the age of 16.
- Volunteers are required to fill out an application, attend an interview, provide two references and complete an orientation package.
- A suitable placement will be determined by both the volunteer and the Coordinator of Volunteer Resources.
- Due to the high volume of application that we received and limited number of volunteer positions, we are not able to place everyone who applies.

Step One – Apply to be a Guelph CHC Volunteer

Contact the Coordinator or Volunteer Resources, our website or stop by the Guelph CHC to pick up an application. Completed forms can be dropped off at any Guelph CHC location or brought with you to your interview.

Step Two - Interview

The Coordinator of Volunteer Resources will contact you to arrange a time/date for your interview (Tuesday to Thursday 8:30-4:30). Complete and bring with you:

- Volunteer Application Form
- 2 references (non-friend, non-family)

A suitable placement will be determined by both the volunteer and the Coordinator of Volunteer Resources.

Step Three – References & Placement

Coordinator of Volunteer Resources will contact your references and review your application to determine the volunteer role that will be the best fit.

Step Four – Special Forms needed (certain positions only)

Some of our volunteer positions have additional requirements. These will be discussed during your interview and may include:

- **Vulnerable Sector Check** - You may be required to complete a Police Vulnerable Sector Check. Please only get a police check if you are asked to. Information regarding this will be provided during your interview. If you have a police check done within the last year, it will be accepted until you are able to apply for a new one. Please note: a positive police check does not exclude you from volunteering with GCCH.
- **Driver License, Insurance and Drivers Abstract** - Volunteers that are driving may be required to provide proof of a valid drivers license, insurance and a 3 year drivers abstract.

Step Five – Volunteer Position Offer

A suitable volunteer position will be determined by both the volunteer and the Coordinator of Volunteer Resources. The Coordinator of Volunteer Resources will follow up with all applicants.

Step Six - Orientation and Training

All successful volunteer applicants will be provided with a general orientation package and training related to their position. An ID badge will be provided at this time.

Step Seven – Volunteer Check-in

The Coordinator of Volunteer Resources will check-in with volunteers after they start and several times through out the year. Supervisors will check-in with volunteers on an ongoing basis.

Step Eight – Appreciation and Celebration

Guelph CHC shows appreciation by thanking our volunteers in person year round and formally at celebrations.

Due to the complex application process, we ask volunteers to commit to volunteering for a minimum of 4-6 months, every week for 3-4 hours. Post-secondary students who want to volunteer for one semester must submit an application at least one month before the semester begins. Please assess your schedule and commitment prior to starting the application process.

For more information contact:

Coordinator of Volunteer Resources
volunteer@guelphchc.ca or 519-821-6638 x326
OR visit www.guelphchc.ca