



## **What is required to volunteer at St. Leonard's Community Services?**

We encourage, support and value the involvement of volunteers in our programs to enhance activities, increase communication and build positive relationships between the Agency and the community.

**2 types of volunteer opportunities exist within the Agency: 1) Regular, on-going commitment to program/client support; 2) Guest speaker/event-based volunteerism.**

Regular, on-going commitments could include assisting with program and/or client support in the areas of mentoring, homework club, recreational outings, facilitating life-skills groups, providing clerical/administrative support etc.

Guest speaker/event-based volunteerism is less structured and may include one-time commitments such as being a guest speaker at a workshop/house meeting, assisting at a Career Fair etc.

Individuals interested in volunteering in a regular, on-going program/client support commitment will be required to:

1. Provide a resume and coverletter outlining your area of interest and availability to [recruit@st-leonards.com](mailto:recruit@st-leonards.com).
2. The HR Manager will review resume and conduct brief interview to determine suitability and clarify information.
3. Once deemed as a potential volunteer, the resume will be forwarded to the appropriate department in order to conduct a formal interview and reference checks.
4. If offered a position, a potential volunteer will be required to obtain a Police Clearance Certificate including a Vulnerable Sector Query and a Medical Examination with proof of immunizations.
5. If the volunteer accompanies clients on outings, they will be required to provide a copy of a valid driver's licence.

Note- individuals who partake in Guest speaker/event-based volunteerism will not be required to obtain a Police Clearance Certificate including a Vulnerable Sector Query and a Medical Examination with proof of immunizations as these positions do not usually involve direct client care.

