

Volunteer Placement Procedures

1. All Prospective volunteers must:
 - complete a Volunteer Registration Form
 - read and sign Oath of Confidentiality
 - read and sign a Code of Ethics form
 - complete a criminal Records form
 - read the Policy and Procedures for Volunteers
2. Prospective Volunteers are interviewed by the Volunteer Coordinator to determine the best possible placement for each volunteer. Placement depends on the qualifications of the volunteer as well as the volunteer opportunities available at the time of the interview.
3. All volunteers are required to attend a training session(s) before they begin their volunteer assignments. These training sessions begin to prepare the volunteer for their assignment by providing an orientation to the centre and offering the volunteers an opportunity to enhance their communications or interpersonal skills.
4. After approximately three to six months an evaluation process will take place providing an opportunity for both the volunteer and his or her supervisor to assess the placement