

Youville Centre Volunteer Application Form

When completing the form electronically, tab to move to the next spot. Click the box to mark an X.



Personal Information

Date _____

Title Mr Miss Ms Mrs First Name _____ Last Name _____

Street Address _____

City _____ Province _____ Postal Code _____

E-Mail Address _____

Phone 1 Home Business Cell _____

Phone 2 Home Business Cell _____

Emergency Contact Name _____ Emergency Contact Number _____

Have you volunteered with Youville Centre before? Yes No If yes, when and where: _____

How did you find out about Youville Centre? _____

Volunteering Positions – **PLEASE NOTE: All of our Volunteer Positions Require Daytime Availability and a Team Oriented Philosophy/Attitude**

► I'm applying to this specific volunteer position: _____

EXAMPLES OF VOLUNTEER TASKS

DO YOU HAVE.....

<p>► Child Development Program *For Volunteers who can make a steady commitment – at least once a week.</p>	<p><input type="checkbox"/> Rocking Babies <input type="checkbox"/> Folding Laundry <input type="checkbox"/> Cleanup of Rooms and Play Area <input type="checkbox"/> Play/Storytime <input type="checkbox"/> Soothing Babies at Naptime <input type="checkbox"/> Assisting at Feeding Time <input type="checkbox"/> Helping to Prepare Art Supplies Etc.</p>	<p><input type="checkbox"/> A Valid Police Check? <input type="checkbox"/> Experience in a Childcare Environment? <input type="checkbox"/> Reasonably Good Health and Physical Stamina?</p>
<p>► Office/Administrative Support *Front Desk Coverage requires a steady commitment, all else can be as needed.</p> <p>► Maintenance/Computer Repair</p>	<p><input type="checkbox"/> Filing <input type="checkbox"/> Typing <input type="checkbox"/> Editing <input type="checkbox"/> French Translation <input type="checkbox"/> Database Management <input type="checkbox"/> Phone Calls <input type="checkbox"/> Front Desk Reception Coverage <input type="checkbox"/> Mailing Projects <input type="checkbox"/> Hanging Pictures, Painting, Basic Building-Related Repairs <input type="checkbox"/> Computer Repairs and Pickups/Dropoffs of Computer-Related Equipment</p>	<p><input type="checkbox"/> Computer Skills (MS Office, Database experience, Web Applications)? <input type="checkbox"/> A Pleasant Phone Manner? <input type="checkbox"/> Good Writing Skills? <input type="checkbox"/> Handy-person Skills? <input type="checkbox"/> Experience Fixing Computers?</p>
<p>► Donations/SWAP Shop Coordination *Seeking 4 Volunteers to Head Up this Project.</p> <p>► Donations Pickups *Seeking 2 Volunteers for Pickups. (Must have a Vehicle)</p>	<p><input type="checkbox"/> Sorting through Clothing, Toy and Household Donations <input type="checkbox"/> Calling Donors to Arrange Pickups and Drop offs <input type="checkbox"/> Calling Donors Back to Explain Donation Policies <input type="checkbox"/> Picking up Donations that Donors are unable to Drop off <input type="checkbox"/> Receiving Donations at the Centre <input type="checkbox"/> Lifting/Moving Large Items</p>	<p><input type="checkbox"/> A Valid Driver's License? <input type="checkbox"/> A Large Vehicle with ample storage space? <input type="checkbox"/> Organizational Skills?</p>
<p>► Special Event & Seasonal Support *An Annual Event + the Holiday Season</p>	<p><input type="checkbox"/> Event Support (Loot Bags, Registration, Event Operations) <input type="checkbox"/> Decorating Centre for the Holidays <input type="checkbox"/> Assisting at Holiday Luncheon <input type="checkbox"/> Sorting Holiday Gift Donations <input type="checkbox"/> Donations Pickups (vehicle required) <input type="checkbox"/> Holiday Baking <input type="checkbox"/> Lifting/Moving Large Items</p>	<p><input type="checkbox"/> A Valid Driver's License? <input type="checkbox"/> A Large Vehicle with ample storage space? <input type="checkbox"/> Organizational Skills?</p>
<p>► Tutoring/Educational Support/Guest Speakers</p>	<p><input type="checkbox"/> Assisting with Literacy and Math <input type="checkbox"/> Homework Help <input type="checkbox"/> General Classroom Support <input type="checkbox"/> Guest Speakers/Presentations such as: Cooking Classes, Budgeting + Other Life Skills</p>	<p><input type="checkbox"/> A Valid Police Check? <input type="checkbox"/> Teaching or Tutoring Experience? <input type="checkbox"/> Expertise in a Specific Field?</p>

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My Availability:

I can commit to: Event only Occasional Once a week More than Once a week # hours/week _____

I can start on _____ and am available until _____ (leave blank if not applicable)

Shift Times (Can Be Flexible Depending on Position)	1 st Day of the Week I am available	2 nd Day of the Week I am available
9 am – 12 pm		
12 pm – 3 pm		

What I Bring:

I am interested in volunteering for the above program(s) because:	
My experience (paid or volunteer work), qualifications, skills, related to the program(s) I am interested in:	
My other interests/hobbies:	

****Please Note: Often new volunteer opportunities arise that may not be listed above.***

If you are interested in becoming a Youville Centre Board Member, we are happy to discuss this option with you in further detail.

Please Let Us Know:

Do you have any medical conditions that Youville Centre should know about? (ie. Allergies, medications, physical ailments)	
Are you related to a Staff member, Volunteer or Client of the Youville Centre? If so, please list their name(s) below.	
My other interests/hobbies:	Languages Spoken
	Languages Written

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By submitting this application, I understand that:

Volunteer placement is made on the basis of the program requirements, the skills and experience of the applicant and, when appropriate, successful reference checks. Youville Centre may need to collect personal information appropriate to the position(s) applied for concerning my background and employment/volunteering history, and to conduct reference checks.

By selecting the "I agree" box below, you acknowledge that the information provided is true and accurate and that you have read and understand the points above.

I agree

Date:

Youville Centre respects your privacy. Contact information is collected to send you information about Youville Centre programs, events, and special appeals. Please tick this box if you DO NOT wish to receive these benefits. All volunteers will be sent information about the volunteer program through volunteer-related emails.

THANK YOU for completing this form.

Please submit the completed application and, if you wish, a copy of your resume to:

EMAIL

communications@youvillecentre.org

MAIL

Youville Centre
150 Mann Avenue
Ottawa ON K1N 8P4

FAX

(613) 231-5150
ATTN: Communications

www.youvillecentre.org

If you have any further questions about volunteering, please call:

(613) 231-5150 Ext. 128