

# 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 was it and what did you do: \_\_\_\_\_

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: \_\_\_\_\_

VOLUNTEER POSITIONS	RESPONSIBILITIES IN THIS ROLE	YOU WILL NEED
<b>Child Development Program Volunteer</b> <i>*For Volunteers who can make a steady commitment (at least once a week)</i>	Rocking Babies, Folding Laundry, Cleanup of Rooms and Play Area, Play/Storytime Soothing Babies at Naptime, Assisting at Feeding Time, Helping to Prepare Art Supplies	A Valid Police Check for the Vulnerable Sector [blue form; within one year of issue. Experience in a Childcare Environment Reasonably Good Health and Physical Stamina (able to kneel and sit on the floor) <i>*Please note, if you have a school board declaration of offences, we still require the blue form.</i>
<b>Office/Administrative Support Volunteer</b> <i>*As needed</i>	Filing, Typing, Proofreading, French Translation, Data Entry, Phone Calls Front Desk Reception Coverage, Mailing Projects	Computer Skills (MS Office, Database experience, Web Applications), A Pleasant Phone Manner, Good Writing Skills
<b>Swap Shop Volunteer</b> <i>*For Volunteers who can make a steady commitment (at least once a week)</i>	Sorting through Clothing, Toy and Household Donations, Laundry, Cleaning and Organizing, Teamwork	Team Attitude, Good Communication Skills, Ability to lift and carry boxes and full laundry hampers <i>*If you have allergies or sensitivity to dust, this may not be the role for you</i>
<b>Special Event &amp; Seasonal Support Volunteer</b> <i>*As needed</i>	Event Support (Swag Bags, Registration, Event Operations), Sorting Holiday Gift Donations	Team Attitude, Ability to lift and carry boxes and full laundry hampers

## My Availability:

I can commit to: ☐ Event/Seasonal ☐ Occasional ☐ Once a week ☐ More than Once 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 <sup>st</sup> Day of the Week I am available	2 <sup>nd</sup> Day of the Week I am available
9:30 am – 12 pm		
12 pm – 3 pm		

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## 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, or interested in the **Mentorship Program**, we are happy to discuss these options 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

### 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](http://www.youvillecentre.org)

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

(613) 231-5150 Ext. 128