

Benefits of Volunteering

- Gain experience in the social service field
- Share your talents and expertise
- Gain personal growth and satisfaction from helping others
- Meet new people
- Learn more about the services and resources available in the community
- Gain experience working in a community-based, multicultural environment
- Build your résumé
- Fill your 40-hour volunteer requirement

**Call the WOCRC
613-591-3686 or visit
www.communityresourcecentre.ca
for more information**



Programs and Services

Counselling Services
Ontario Early Years Centre—Carleton
Services for Children and Families
Services for Youth and Families
Violence Against Women Services
Chrysalis House
Community Development
Services for Seniors and Adults with Physical Disabilities and Families
Volunteer Services



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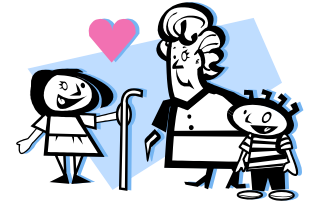
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Bringing care and community together

Becoming a Volunteer at WOCRC



A guide to screening and required forms.

**613-591-3686
2 MacNeil Court, Kanata**

Becoming a Volunteer

Volunteers are an essential part of the Western Ottawa Community Resource Centre's team. The assistance, support and enthusiasm of volunteers allow the Centre to offer a wider variety of programs and services. Working together, staff and volunteers can reach out to a larger number of residents in the community.

Volunteer Screening

Screening is a process to ensure that the right match is made between the work to be done and the person who will do it. The screening process includes steps such as job description, recruitment and orientation. The steps that are most important in determining the suitability of a candidate are interview, reference check and when dealing with vulnerable participants, a Police Records Check. Screening helps create a safe environment for volunteers and clients by selecting the right people for each volunteer position.

The following forms need to be completed to become a WOCRC volunteer. They will help protect both you and the organization from harm.

Confidentiality Form

In the course of your volunteer work, you may learn confidential information about a client, staff, and/or the organization. It is important that you understand our confidentiality policy and that information remains confidential.

Conflict of Interest Form

In the course of your volunteer work, it is important to act in the best interest of the WOCRC. You cannot take advantage of information obtained as a volunteer.

Police Records Check

A request that you consent to a Police Records Check does not mean that the WOCRC does not trust you or has concerns about you. It means the position you are applying for is considered to have a heightened risk and that you may be working with a vulnerable population.

Volunteer Agency Agreement

This form highlights the importance we place on our volunteers. The intent is to assure you of our deep appreciation of your services and our commitment to doing the very best we can to make your volunteer experience productive and rewarding.

Driver's Abstract (volunteer drivers only)

This document contains driver identification, licence status, including any Highway Traffic Act convictions and suspensions for the previous three years, plus Criminal Code convictions and suspensions for the previous five years.

Proof of \$2 million liability insurance (volunteer drivers only)

Volunteer drivers are liable, under their own personal insurance policy, for any injuries sustained as a result of an accident. Volunteer drivers must inform their insurance company of their volunteer driving in order to ensure that the insurance coverage remains valid. The WOCRC's insurance provider requires written confirmation that \$2 million liability insurance is in force for all volunteer drivers.