**NAME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



**WELCOME!**

Thank you so much for taking the first step in becoming a part of the unique community, we call Open Arms 😊 We are so excited to learn about you, and for you to learn more about how you can help us, to help others!

|  |
| --- |
| NAME: |
| OCCUPATION: |
| MAILING ADDRESS: |
| TOWN: POSTAL CODE: |
| PHONE: |
| EMAIL: |
| CHURCH AFFILIATION (IF ANY): |
|  |
| VOLUNTEER EXPERIENCE: (PLEASE DESCRIBE) |
|  |
|  |
|  |
|  |
|  |
| SPECIAL INTERESTS OR HOBBIES: |
|  |
| SPECIAL TRAINING COURSES: |
|  |
| DO YOU HAVE A VALID DRIVER’S LICENCE? (PLEASE CIRCLE)🡪 YES OR NO |
| HAVE YOU EVER HAD A CRIMINAL RECORD CHECK DONE? (PLEASE CIRCLE)🡪 YES OR NO |
| ARE YOU WILLING TO HAVE A CRIMINAL RECORD CHECK DONE? (PLEASE CIRCLE)🡪 YES OR NO |
| IF YOUR ANSWER WAS NO, PLEASE TELL US WHY🡪  |
|  |
|  |

**VOLUNTEER OPPORTUNITIES**

As our needs for skills and talents are ever changing, the list below is only a short list of the current opportunities we have. We value the talents and skills of others in whatever form they come. If you do not see your skill or talent listed, please let us know in the “other” section at the bottom of the checklist. Please check off all areas you are interested in.

|  |  |
| --- | --- |
| **DRIVERS**- Our organization owns 2 vehicles at present which are a passenger van and a pick-up truck. We periodically need drivers with a clean driver’s abstract to transport clients and guests along with other staff members to various locations and outings. We are also seeking drivers who can transport donations and/or furniture as needed |  |
| **BREAKFAST**- This is a breakfast social time consisting of guests staying with O.A.S.I.S, and members from the community. Timings are 7:45am until 10:15am for volunteers. Duties would be to assist in cooking, serving, helping with clean-up, as well as the more important commitment to engage with those we serve to build connections, relationships, and trust.  |  |
| **VARIOUS SOCIAL AND SPIRITUAL ACTIVITIES-** These activities vary; some may be: Alpha classes, Bible studies, movie nights, hymn sings, games nights, arts and crafts, exercise classes, cooking classes, coffee, and conversation, etc. We are always open to new adventures if you have any ideas you would like to bring forward and volunteer for. These activities give us a chance to engage with those we serve to build connections, relationships, and trust. |  |
| **HANDYPERSON-** We are looking for any “handy” people who have skills they can assist us with such as minor/major repairs, painting, drywalling, electrical, etc. Please specify below your special skills: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **BOARD MEMBER**- We are currently seeking new community-minded board members with a heart for helping those in need. Those with experience in law, human resources, policy and/or grant writing, are an asset, but these skills are not required to be a member. We have 6 board meetings per year (bi-monthly) and 6 committee meetings annually making the commitment approximately 1 meeting per month.  |  |
| **THRIFT STORE**- We are seeking volunteers who can assist in any or all aspects of the efficient running of our store. Volunteers are needed for sorting, cleaning, pricing, and stocking of donations for sale, as well as those who can work cash, and those who are comfortable serving and helping customers. Store hours are Tuesday to Saturday from 10am to 3pm. Sorting and pricing (in New Minas at our storage facility) is Tuesday from 9am until 3pm. Stocking/deep cleaning at the store is Monday from 9:30am until 2:30pm.  |  |
| **FURNITURE BANK**- We are seeking volunteers to help with pick-up and delivery of gently used essential furniture items for those in need. Organization, recording inventory, scheduling, driving the truck, answering, and returning calls would all be duties of the Team Lead. Furniture bank hours are Monday through Friday from 8am to 1pm. |  |
| **OTHER (PLEASE SPECIFY)**- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

**OPEN ARMS**

 **VOLUNTEER EXPECTATIONS**

**Our Mission Statement**

“To share God’s love with people in need through tangible, compassionate assistance through immediate helps and ongoing supports for new beginnings and ongoing life change.”

In pursuit of our mission, we advocate for people in need and work to alleviate the effects of poverty, hunger, homelessness, addiction, and loneliness. Our approach is rooted in empowerment and acceptance. There are certain practices we discourage as they do not contribute to fulfilling our mission and, in some cases, may cause harm.

To best serve and maintain safety for all, we have established boundaries for risk management. Over the years, we have learned the importance of several guiding principles and practices. People are complex and community is not always easy, but the following will help you, help others toward positive life change.

All volunteers and staff are expected to acknowledge and commit to abiding by these boundaries. Actions in violation to this agreement are subject to discipline including suspension from or termination of volunteer duties.

These are some of the foremost things to avoid in serving those in need:

* Romantic relationships between volunteers and guests/clients
* Inviting guests/clients to visit or stay in your home.
* Lending money or giving money to guests/clients
* Driving guests/clients alone without express permission
* Private conversations with guests/clients. (where sharing/consoling with any guest/client is personal and necessary, we ask that two volunteers/staff members be present)
* Social activities including the use of illegal drugs or alcohol, or destructive environments (bars, gambling areas, parties, etc.) between volunteers and guests/clients.
* Volunteers endangering themselves by going into volatile environments with guests/clients.

Conversational boundaries are also necessary to ensure that Open Arms remains healthy and motivating. Many of our guests and clients live with trauma from a wide range of abuse, so we do our best to avoid things that remind them of such times and experiences.

These are some areas of conversation to avoid while serving those in need:

* Refrain from comments or discussion that is offensive or belittling.
* Refrain from any speaking on sexual topics or telling sexually inappropriate jokes.
* Refrain from using profanity, or vulgar/offensive language.
* Refrain from jokes and loose conversation involving substance abuse.

We do not try to change people or take initiative as though we know what our participants want or need, but we do aim to demonstrate a different way of engaging with others while doing our best to meet people where they are.

Open Arms is a safe place to land for those in our communities who are vulnerable. Our goal is to help meet the immediate needs of those who find themselves homeless, housing insecure, hungry, or lonely. When we can not provide what is needed through our services, we will support them in finding the resources or organization that can.

Open Arms is a faith-based organization; however, you are not required to be a Christian or church affiliated person to be involved. Most of our services are practical in nature and many unaffiliated volunteers assist with our programs and services. Many of our guests/clients are likewise not affiliated with a church. Faith based programs are available but never a condition for the help we provide. We expect all guests/clients will be treated with dignity, care, and respect.

***Whether or not I ascribe to any faith-based beliefs or agree completely with Open Arms’ Mission or Boundaries, I will not in any way undermine Open Arms principles through my words or actions.***

***Print name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree with the following statements:

Our guests and clients have a right to expect that personal information about them will be kept confidential. I understand that I may encounter personal and confidential information during my time involved with Open Arms’ programs. If I become concerned about matters either personal or organizational, aside from those requiring emergency intervention, I will contact my immediate supervisor. All media concerns (newspapers, social media, news stations) need the approval of the Executive Director and/or the Board chair. Confidential information is defined as written or oral information disclosed to staff/volunteers specifically related to those we serve. As part of the condition of my work with Open Arms, I hereby undertake to keep in strict confidence any information regarding my guest, client, volunteer, or employee of Open Arms. I also agree to never remove any confidential material of any kind from the premises of Open Arms or any building where an Open Arms’ activity or program is happening, unless authorized as part of my duties or with the expressed written permission or direction to do so from Open Arms.

Print name of volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of volunteer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_

To keep our guests/clients as well as our staff/volunteers safe, we require an annual child abuse register check as well as an annual criminal record check. The directions to perform the Child abuse register check are typed below. Directions as well as the form to complete your criminal record check are also attached. To complete the criminal record check as an organization, we will require a colored photocopy of your photo I.D (i.e.: Driver’s licence) and your health card to be attached to the form when returned. If you do not have access to a color printer, copies can be made for you when your forms are returned to the office. If you have any questions, please do not hesitate to call us at (902) 365-3665

NOVA SCOTIA CHILD ABUSE REGISTRY SEARCH DIRECTIONS:

1. To file your Child Abuse search online, please type in the following link:

<https://beta.novascotia.ca/apply-child-abuse-register-search>

1. Scroll down to the green **START NOW** button and click on it
2. Read privacy notice and click the blue **CONTINUE** button
3. To the following question: “Will you have contact with children under age 19 as part of your job or volunteer work?” click the blue **YES** button
4. To the following question: “Do you have a valid, government-issued ID such as a health card, driver licence, passport or status card that you can upload and submit with your application?” click the blue **YES** button. If you do not have valid ID, you will not be able to proceed. In this instance, please contact your immediate supervisor.
5. You will then be asked to fill in your personal information into the fields. Fill in each space and click the blue **NEXT** button at the bottom.
6. Next, you will enter your birthdate and click the blue **NEXT** button.
7. You will then be asked to upload 1 photo of a government issued ID. Parameters of what is acceptable ID are listed. Driver’s Licence or Passports seem to work the best. Once you upload your photo. Click the blue **NEXT** button.
8. Next, you will be asked to input your Driver’s license master number and your health card number. Once you do, please click the blue **NEXT** button.
9. You will then be asked to enter your contact information. Fill out all fields and click the blue **NEXT** button.
10. Next you will have the option for requesting 1 or 2 copies. Open Arms only requires 1, you may request 2 if needed for another organization you volunteer with. Enter your selection and click the blue **NEXT** button.
11. Last, you will be asked to read over the submitted information to make sure it is correct. Once you have made sure it is, click off the check box that says: I CONFIRM AND CONSENT. Then click on the green **SUBMIT** button.

YOUR COPY WILL BE MAILED TO YOU DIRECTLY AT YOUR HOME ADDRESS. WHEN YOU RECEIVE IT, PLEASE RETURN TO YOUR IMMEDIATE SUPERVISOR. Thank You!