



Wellness Centre

[www.askwellness.ca](http://www.askwellness.ca)

433 Tranquille Road  
Kamloops, BC V2B 3G9  
Phone: 250.376.7558  
Fax: 250.367.7530

1918 Voght Street  
Merritt, BC  
Phone: 250.315.0098

Dear Volunteer Applicant:

Thank you for applying to volunteer at the AIDS Society of Kamloops (ASK). You will find many exciting opportunities for volunteers in this application package, and with your involvement and feedback, many more will be developed. As a volunteer for ASK, you will be joining a team of dedicated professionals and volunteers who provide HIV/AIDS awareness, education, advocacy and support to the community, and to those living with or affected by HIV/AIDS and Hepatitis.

The first Kamloops AIDS Day was held in December 1991, a few years after the first local person was diagnosed with HIV. In 1992, the Federal Government funded the AIDS Society of Kamloops to hire a coordinator, and to open an office. Over the past 15 years ASK has continued to grow and has become a well established non-profit organization. ASK now has ten full-time staff, is governed by a volunteer Board of Directors, and operates with the assistance of dedicated volunteers. ASK is funded by Interior Health Authority, Gaming, United Way, Ministry of Employment and Income Assistance and event fundraising such as the AIDS Walk for Life campaign.

We are thankful for each of our volunteers and value the time and effort they give us on a daily basis.

We encourage you to read through the following materials to familiarize yourself with the agency, volunteer and training opportunities. You may be interested in joining our Board of Directors. Detailed job descriptions are available for most positions. Return the completed application form, and if you have any questions or comments, please don't hesitate to call.

Yours truly,

A handwritten signature in black ink, appearing to read 'Cheryl Doolan', with a large, sweeping flourish extending to the right.

**Cheryl Doolan**  
Volunteer Coordinator

## POSITION DESCRIPTION

**Special Events Volunteer: Volunteers are needed to implement large scale awareness and fundraising events usually occurring at specified times throughout the year. Various volunteer positions are available according to the Event.**

<p><b><u>Volunteer Requirements:</u></b></p>
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<p>May need Criminal record check Reliable, punctual and honest</p>
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**AIDS Walk for Life:** AIDS Walk Canada was one of the first awareness and fundraising “walks” in Canada. It began as a grassroots response to the lack of awareness and support of a stigmatized disease and for several years the Walk has brought awareness of HIV and AIDS to communities across Canada, raising millions of dollars to organizations to educate society and provide support and care to people living with HIV/AIDS. Supported by the Canadian AIDS Society and held on the fourth weekend of September, local walk sites customize their campaigns and all the funds raised stay in the individual communities. In Kamloops, we host the AIDS Walk for Life at the Riverside Park Bandshell and typically this event is well attended with one hundred or more walkers. Volunteers can assist with set up for the Walk, registration at the Walk, positioning of route cones, assisting persons in wheel chairs, helping serve at the BBQ, and cleanup.

**“Let’s Talk about Addictions” annual Conference:** This conference is held annually and the Phoenix Centre, TRU, the City of Kamloops, Interior Health, Interior Community Services, Kiwanis Centre, SD73, BC Association of Social Workers and the AIDS Society of Kamloops join forces to host this annual addictions conference at the Henry Grube Education Centre. Volunteers help organize the conference, host guest speakers, provide security for the Presenters’ Lounge, and offer “Meet and Greet” orientation to all who came through the doors, assist with setup and cleanup.

**Awareness and Fundraising events in cooperation with the CanGo Grannies:** The CanGo Grannies are a group of Kamloops Grandmothers inspired by a speech given by Stephen Lewis, UN Special Envoy on HIV/AIDS in Africa. They formed a group to fundraise for a group of African grandmothers supporting children orphaned by AIDS. The AIDS Society of Kamloops collaborates with the Grannies on fundraising and awareness projects with proceeds going to the Stephen Lewis Foundation. Volunteers can assist the Grannies by attending the farmer’s market to help raise awareness and there may be an event throughout the year such as a dinner fundraiser or auctioning of artist painted lawn chairs of which volunteers may be asked to help with.

**Homes for the Holidays:** Homes for the Holidays is an annual event that takes place the 4<sup>th</sup> weekend in November and is spearheaded by the Kamloops Division of the United Way. Several houses in Kamloops are selected by the United Way to be decorated by local interior designers with the items provided by local businesses. Tickets are sold through the United Way for local residents of Kamloops to view these spectacular homes. Volunteers are positioned in the house for security as well as meet and greet. This event is growing more popular each year and is a great opportunity to get in the holiday spirit.

**World AIDS Day Memorial Service and Candlelight Vigil:** On December 1<sup>st</sup> each year, ASK hosts a non-denominational Memorial Service for those with, or affected by HIV/AIDS. We honour the memories of those lost to the disease and reflect upon the future with hope and compassion. Volunteers can help with meet and greet, the candlelight vigil and refreshments after the service.

**SHOP Program:** The SHOP Program (Social Health Options for Persons in the Sex Trade) Its mission is to provide opportunities for women in the sex trade to exit the trade. The program is currently run on Tuesdays from 1:30 p.m. to 3:30 p.m. A meal is provided and then participants do crafts, self esteem workshops and view presentations from other service providers. Volunteers can help in the preparation of food, setup for an activity, cleanup, and front desk duty which entails meet and greet and statistical tracking. The volunteers for this program are limited to females only as this is a women's drop in program.

**Housing Outreach:** The Housing Outreach team is looking for dedicated volunteers to assist the outreach team with food bank pickups. This would entail the volunteer to pick up food hampers from the food bank and deliver them to our offices for the outreach team to take to a client as well as ensure the Food Bank has an adequate supply of condoms. Also, the Housing Outreach team is looking for volunteers in the Social Work or Nursing program at the University who are looking for practical experience. The volunteers would assist the housing outreach team with transportation of clients to medical, dental and Ministry appointments and visit clients at the hospital. Qualified volunteers would also assess clients during home visits for the Sustainable Housing Program. We are also looking for volunteers to maintain copies of housing list inventory, meals list, and other brochures as required and restock the hospital with ASK brochures.

**Client Support:** The Client Support program is looking for dedicated volunteers to visit clients in home or in a care facility on an occasional basis. This is an excellent opportunity to help those in need with a simple visit for coffee or a walk if a volunteer has a limited amount of time for volunteer work.

# VOLUNTEER OPPORTUNITIES

## **SHOP Program**

- Preparation of food and assistance with craft activities
- Front desk – monitoring and tracking persons attending the program and recording on data sheet

## **Education**

- Creating and participating in educational displays
- Speakers Bureau for HIV/Hep C + speakers
- Assisting with interactive prevention demonstrations in schools and community

## **Client Support**

- Visits to clients at home or in a care facility
- Take clients to medical, dental appointments

## **Housing Outreach Support**

- Pick up Food Bank Hampers and deliver to ASK office
- Qualified volunteers visit clients in home
- Deliver and re-stock brochures at hospital
- Qualified volunteers visit clients in home and take to medical, dental and ministry appointments
- Qualified volunteers visit clients in hospital
- Data Entry -Maintain housing inventory lists and meals lists.

## **SHOP Program** (Limited to Female Volunteers Only)

- Food preparation for Tuesday program (Food Safe is required)
- Set up for crafts, presentations and self esteem workshops
- Front reception and statistical tracking

## **Special Events**

- AIDS "Walk for Life" (September)
- "Let's Talk about Addictions" annual Conference (November)
- Homes for the Holidays (United Way joint agency effort)
- World AIDS Day Memorial Service (December)
- Awareness and Fundraising events in cooperation with the CanGo Grannies

## **Publicity**

- Distribute flyers and posters to advertise special events
- Help to solicit donations and prizes for AIDS Walk Walk for Life
- Make Crafts: AIDS Ribbons, Photo Albums, Prayer Flags, Presentation Boards, Window Displays

## **Special Projects**

- Volunteers are needed to participate in various projects as we create ways to improve our services, and the visibility of the AIDS Society in our community. We are open to hearing your suggestions for special projects too.

## **Office Work**

- Miscellaneous administrative / office tasks with Volunteer Manager

## **Board of Directors**

- Consider joining our dynamic Board of Directors and contribute your voice to the vision, mandate and direction of our agency



# VOLUNTEER PROFILE / APPLICATION

## AIDS Society of Kamloops Volunteer Profile

Name \_\_\_\_\_ Birthday \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Occupation \_\_\_\_\_ Field Study \_\_\_\_\_

Favourite Food \_\_\_\_\_ Favourite Colour \_\_\_\_\_

Hobbies and Interests \_\_\_\_\_

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Why do you want to volunteer with the AIDS Society of Kamloops?

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Do you have any Special Training / Education / Certificates / other Languages ?

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Previous Volunteer Positions Held ( AIDS Society or any other)

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When are you available?

Daytime \_\_\_\_\_ Special Events \_\_\_\_\_

If you are providing direct service to clients as part of your volunteer activities, a reference may be required. Please provide one personal reference:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship to you: \_\_\_\_\_

If you are providing direct service to clients as part of you volunteer activities, a criminal record check may be required. This is paid for by the AIDS Society.

*Thank you so much for Volunteering with the ASK Wellness Centre!*

**Office Use Only**

Interview Date: _____
Reference Check Date: _____ Criminal Record Check Date: _____



## VOLUNTEER STATEMENT OF CONFIDENTIALITY

As a volunteer for the AIDS Society of Kamloops I understand that some of my work will involve access to information or records that are considered confidential.

I acknowledge my responsibility to respect the confidence of staff, clients and other volunteers, to follow office procedures in order to protect privacy, and to act in a professional manner, both to my colleagues and the public.

I acknowledge my responsibility to consult with the ASK Volunteer Coordinator or Executive Director if I am unsure about any aspect of disclosure of information.

I understand that if I am found acting indiscreet with confidential material or not protecting privacy of staff, clients, or other volunteers through my actions, I will be dismissed from my position immediately. I understand this action to be necessary in order to maintain the high professional standards of the office and the integrity of the AIDS Society of Kamloops.

\_\_\_\_\_  
Signature of Volunteer

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

ASK Wellness Centre  
433 Tranquille Road  
Kamloops BC V2B 3G9

January 23, 2009

Kamloops City Detachment RCMP  
560 Battle Street  
Kamloops BC V2C 6N4

Attention: Front Counter

This letter will introduce \_\_\_\_\_ who will be working as a volunteer with our organization. This volunteer will be working with the vulnerable sector and in this regard will require a criminal record check as outlined below: Check 1 to 4.

<input type="checkbox"/>	No. 1	Records of criminal convictions found in the identification Data Bank attainable through the Canadian Police Information Centre (CPIC) for which a pardon has not been granted.
<input type="checkbox"/>	No. 2	Records of criminal convictions attainable through CPIC for which a pardon has not been granted plus records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC.
<input checked="" type="checkbox"/>	No. 3	Records of criminal convictions and summary of police information (including records of outstanding criminal charges which the RCMP are aware of or indicated within the Investigative Data Bank of CPIC) attainable through CPIC for which a pardon has not been granted plus records of discharges which have not been removed from the Identification Data Bank in accordance with the Criminal Records Act. This will include all charges regardless of disposition.
<input type="checkbox"/>	No. 4	Police information located on computer systems (e.g. Police Information Retrieval System [PIRS], CPIC) and information located through local police indices checks. This will include all information related to non-convictions and all charges regardless of disposition.
<input type="checkbox"/>	Vulnerable Sector	Will allow police to conduct inquiries to determine if the applicant has been pardoned for a sexual offence.

Once the criminal record check is complete, please fax it to: 250-376-7530  
or mail it to: ASK Wellness Centre  
in the attached self-addressed envelope.

Yours truly,

\_\_\_\_\_  
(Volunteer Organization)