

Shelter: 519-637-9898 135 Wellington
Street St. Thomas ON N5R 2R7 volunteer@innelgin.ca

VOLUNTEER APPLICATION

MISSION STATEMENT

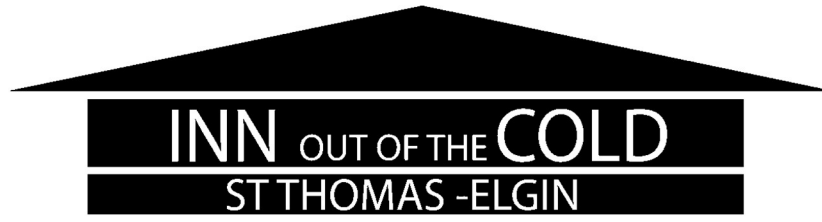
The Inn St. Thomas Elgin seeks to provide safe, temporary shelter to individuals 16 and over while supporting all basic human needs and reducing barriers to obtain housing.

VISION

That all people would be housed in a safe, comfortable, inclusive, and supportive community.

VOLUNTEER OBJECTIVE

To help staff and guests who access The Inn, by serving necessities including safe overnight accommodations, nourishment, and a welcoming atmosphere.



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VOLUNTEER PROFILE

Please Print

Name:			

Address:			

Street	Apt.	City	Postal Code
Phone:			
_____		_____	
Home	Business		
Email Address:			

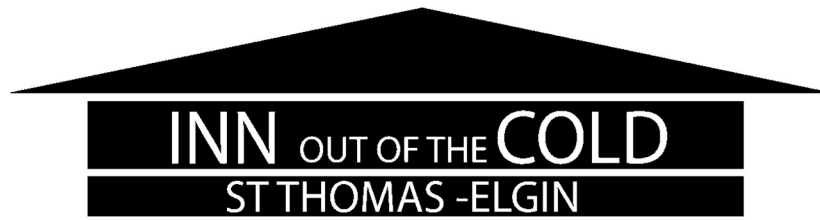
Emergency Contact:			

Name		Phone	

Reference 1	

Reference 2	

Name	Phone
TRAINING (not required):	
Non-Violent Crisis Intervention	Date
First Aid/CPR	Date
ASIST	Date
Food Handling Certificate	Date
Other (please specify)	



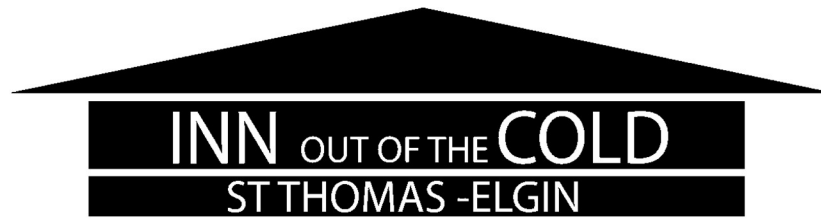
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✓ PLEASE CHECK MAIN AREAS OF INTEREST

Job	Responsibilities	Commitment Needed (approx.)
Kitchen Help	Serving food, cleaning, prep as directed by chef/team lead	2-3 hours
Dishwasher	Prepare all dirty dishes for commercial dishwasher, run cycle, put dishes away	2-3 hours
Hospitality Help	Interact with guests by maintaining dining space, serving snacks and assisting them with basic needs	2 hours
Donation Sorting	Under the guidance of staff, sort and organize clothing, hygiene, and food items per designation.	flexible
Food Services	Weekly participation in acquiring food items, menu planning, and stocking Inn Pantry spaces	Various times available-day and evening

✓ I AM INTERESTED IN VOLUNTEERING

Shift	Start date:
Daily	
Weekly-days available:	
Monthly-preferred days:	
Call in as needed (no set schedule)	
Other: please specify	

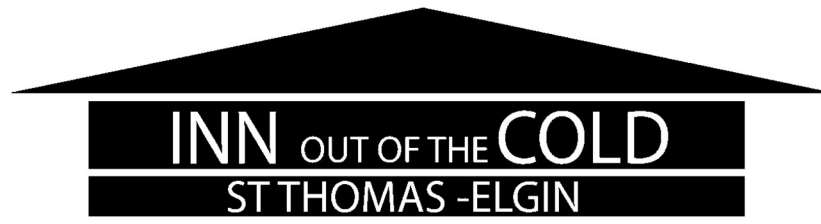


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VOLUNTEER CODE OF CONDUCT

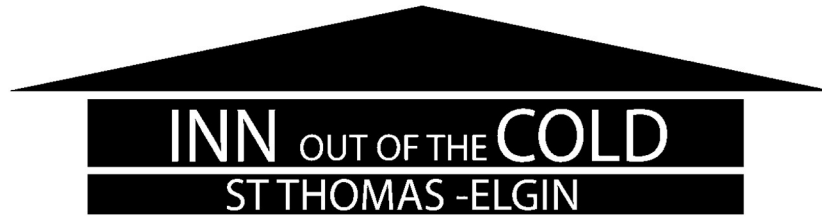
Volunteers at Inn Out of the Cold share a responsibility to ensure that the organization is successful in meeting its stated goals and objectives. To this end, volunteers are expected to observe the following code of conduct:

1. Volunteers will conduct themselves in a manner consistent with their role as a positive ambassador and representative of Inn Out of the Cold.
2. Volunteers will respect the privacy and dignity of all guests, staff and other volunteers.
3. Volunteers are expected to be courteous and professional to guests, staff and other volunteers at the shelter.
4. Volunteers must never disclose confidential information unless authorized to do so. If there is any doubt regarding the confidentiality of any information obtained while working at the shelter, the volunteer shall consult with the Volunteer Coordinator or on-duty staff to clarify the situation. In general, all information obtained while working at the shelter should be treated as confidential unless stated so otherwise.
5. Any information obtained that causes concern to the volunteer regarding the safety and well-being of themselves or others, must be shared with the Program Director or the Volunteer Coordinator or on-duty staff.
6. If a volunteer has any complaints regarding the operation of the shelter, they are encouraged to share them with the Volunteer Coordinator, on duty staff and/or the Program Director, who will propose a resolution. If the volunteer is unsatisfied with the result, the complaint may be brought to the attention of the Board of Directors, who will either agree with the proposed resolution or offer an alternative solution. The Board's decision will be final, with no possibility of appeal.
7. Volunteers will not share any personal information with guests or enter into any sort of personal relationship with them. Guests are at the shelter because of serious issues in their lives and it is inappropriate for volunteers to go beyond the duties of their voluntary position.
8. Volunteers are asked to discuss problems, issues or concerns with the Volunteer Coordinator.
9. Volunteers will not make public statements regarding the organization without authorization from the Program Director or the Board of Directors.



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10. Volunteers can expect to be treated with dignity and respect by the guests, by other volunteers and staff of the organization.
11. Volunteers are required to read the Volunteer Handbook prior to starting their first shift. This must be acknowledged and signed by Management.



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CONFIDENTIALITY STATEMENT

The maintenance of confidentiality is a key requirement of staff and volunteers working for Inn Out of the Cold. The purpose of confidentiality is to safeguard information about our guests, volunteers, staff, and other individuals associated with the shelter. Any personally identifying information about any persons involved with Inn Out of the Cold is confidential information. Confidential information cannot be released without the express consent of the individual, except when the individual's (or others') health or safety is at immediate and severe risk. In such cases, the information should be shared with the Program Director or the Volunteer Coordinator.

The unauthorized access to, modification, deletion or disclosure of information may compromise the integrity of Inn Out of the Cold or otherwise violate individual rights of privacy. Distribution and/or reproduction of any record or information outside the intended and approved use is strictly prohibited and is contrary to the Privacy Act. (PIPEDA - available at www.privcom.gc.ca)

CONFIDENTIALITY AGREEMENT

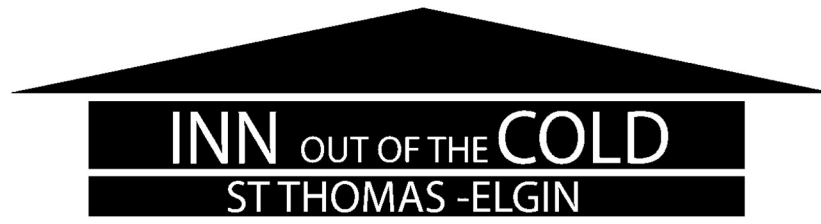
I, _____, the undersigned, acknowledge having read and understood the above confidentiality statement of Inn Out of the Cold. I agree to abide by the procedures contained within the statement and I acknowledge that in the event of my breaching this confidentiality policy, I may not be permitted to continue as a staff or volunteer with Inn Out of the Cold, and that third parties may have claim for damages against me.

Date

Signature



Inn Out Of the Cold St. Thomas Elgin is funded in part by the United Way of Elgin –St. Thomas
CRA Charitable No. 807524467RR0001



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FAQ:

How do I submit my application?

You can submit your completed application, including all forms by emailing volunteer@innelgin.ca or by dropping the hard copies off at 135 Wellington Street (Central United Church), Tuesday through Friday between 8am-1pm

Am I obligated to fill a certain number of volunteer shifts per month?

No. The Volunteer Coordinator will discuss what times, days, routine and/or sporadic openings are available, as well as your personal preferences for offering to give your time to The Inn

Will appropriate training be provided, if I don't meet all the requirements?

Applications are reviewed individually. If you find that you are not able to fill out all of the training specifics requested on the application form, that's okay. You will be encouraged and supported with tasks that are suitable to your capabilities. Additional opportunities for advance training will be provided on occasion, as well. Details will always be made known, about when these events are available.