



Volunteer Guidelines

Outline

From the very beginning, skilled and enthusiastic volunteers of all ages and abilities have been a key part of Abilities Centre's community. The time and effort generously donated by these individuals has contributed to the success of specialized programs and events that change lives. Thanks to the support of our volunteers, we have become a place where everyone can belong.

As a Volunteer at the Abilities Centre, you are a key part of our organization. We want to ensure that our volunteers and members alike are safe and thriving. As such, we've developed Volunteer Guidelines to insure the best fit for the Centre and our Volunteers!

Police Record Check Policy

All Volunteers over the age of 18, who undergo our interview process, and are successfully hired, will be asked to complete a Police Records Check with Vulnerable Sector Search.

Police Records Checks can be obtained and submitted to Abilities Centre in two ways:

- Through Abilities Centres - Once a Volunteer is hired they will be given a Police Reference Check request letter which is to be taken by the volunteer to the local Police Station for processing and payment.
- Volunteer Obtained Police Checks- We will accept Police Checks that have been obtained previously, by the Volunteer, if they were completed within the last year.

Police Checks are vital to ensuring that Abilities Centre is a safe and secure environment for our clients and members. Criminal records will not necessarily disqualify a candidate from receiving an offer to Volunteer. However, the nature and circumstances surrounding the criminal record will be evaluated.

Please note that: As a condition of hire, all staff and volunteers must notify the Abilities Centre within five days of being charged or convicted of a criminal offence.

Volunteer Age Restrictions

Age	Volunteer Opportunities	Reasoning
14 Years Old	Event Work Only	Due to the vulnerable nature of some of our clients, and the maturity required to work within our programs, we ask that volunteers in this age category join us at Special Events as an introduction to Abilities Centre!
15 Years Old +	All Areas of Volunteer Work	Once hired, Volunteers can assist in all areas of the facility!

If you have any questions or concerns, please contact
Diane Frendo-Jones, Volunteer Coordinator
dfrendo-jones@abilitiescentre.org