

Volunteering at The Gathering Place

An Information Sheet

The Gathering Place does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for staff, guests, volunteers, subcontractors and vendors.

The Gathering Place is an equal opportunity organization. We will not discriminate and will take affirmative action measures to ensure against discrimination in recruitment and advertisements for volunteering on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

The Gathering Place [TGP] is a daytime shelter in Brunswick which, since early 2011, has endeavoured to provide shelter, respect, drinks and snacks, help in accessing resources, and companionship to all who enter the door in friendship. Some are residents of Tedford Shelter; some are homeless or precariously housed. Some simply seek comfort and companionship, a card game, or time with a jigsaw puzzle.

Shift Volunteers

Shift Volunteers prepare drinks, set up condiments, food, and dishware. They inventory kitchen and bathroom supplies, create shopping lists, visit the soup kitchen to get snacks and fruit and go to the market to replenish supplies. Volunteers wash dishes, may wash fruit, arrange food, greet guests, refill food, and generally function as host/hostesses.

Shift Volunteers may greet guests, introduce themselves, converse, observe, listen, share experiences, offer suggestions to be of assistance, or participate in games, puzzles, or with the computers. Volunteers may answer the phone or respond to walk in inquiries and may tidy and clean.

Shift Volunteers may assist in opening and/or closing activities. Not everybody does everything. We welcome willing volunteers with varied interests and abilities.

Qualifications and Skills Needed

All volunteers should be reliable, and prepared to show up on time. Volunteers are responsible for securing a substitute if they're unable to attend. This attendance is very important because it was decided when The Gathering Place opened several years ago that we would not be open to guests if there was not adequate volunteer staffing.

All volunteers should respect guests and fellow volunteers, maintain confidentiality and avoid proselytizing.

All volunteers should observe TGP rules and guidelines.

Volunteer should be physically able to perform duties, including lifting and moving.

Time Commitment:

Shift Volunteers generally work 3.5 hours, from 8:30-12 or 12-3:30. We try to accommodate varying schedules and, for example, volunteers may work alternate weeks or consistent half days, We have volunteers who go south in the winter and some who take the summer off.

What next?:

If you are interested in possibly volunteering, we invite you to contact us by calling TGP at 729-0288. We will ask that you make at least two visits of an hour each to The Gathering Place, at separate times, perhaps a.m. one day and p.m. another, to observe and to get some sense of whether or not this may be a place where you'd like to volunteer.

If TGP seems a likely fit for you, the next step would be for you to complete a brief application.

We would then arrange for you to volunteer on four different shifts, with four different lead volunteers, which would give you a further opportunity to check us out, and would also give some seasoned volunteers a chance to see how well you might fit in to our team. During this period you would also be asked to attend a formal group training session of several hours. Following this, the four lead volunteers would make their recommendation to the TGP Board.

We need and welcome volunteers, and we hope that our process will make your experience a rewarding one, both for you and for TGP.

Volunteer Application

Name _____ Phone _____

Address _____

Email Address _____

Name and telephone number of your pastor or another person whom we can use as a character reference. _____

What experience or skills do you have that you see as being helpful at The Gathering Place?

Have you in the past or do you currently volunteer at any other agency(ies) locally, and if so where? _____

Please list some examples of your previous work experience or profession(s)

Have you ever been convicted of a felony? _____ Have you ever been convicted of a sex related or child abuse offense? _____ If yes to either, please explain on the reverse side.

Where did you hear about The Gathering Place? _____

Why are you interested in volunteering at The Gathering Place? _____

Is there anything else you would like us to know about you?

Please list an emergency contact, with phone number(s) and identify relationship:

Signed/Date _____

The Gathering Place
Covenant of service and confidentiality

As a volunteer for The Gathering Place I commit to serving all who use the center.

I agree to work in harmony with other volunteers and all those who use the center.

I agree to attend and participate in the supervision and training sessions provided for volunteers.

I agree to follow the training guidelines and the operating practices of the center, and specifically the Community Standards and the Tips for Volunteers, and guidelines concerning sexual misconduct.

I agree to adhere to the center's policy of confidentiality.

I will take responsibility for finding a substitute for my scheduled shift if I am unable to be there.

I understand that children may not accompany me to the Center while I am working as a volunteer.

I understand that e-mail is the primary way in which I will be contacted with/for information regarding the Center. I will check my e-mail regularly.

Name: _____

Address: _____

Phone #'s: Home: _____ Cell: _____

E-mail: _____

Emergency Contact name and phone number(s): _____

Signature: _____ Date: _____