



Dear Interested Volunteer Applicant,

Thank you for your interest in the Sexual Assault Centre of Edmonton Volunteer Program! The Sexual Assault Centre provides excellent volunteer opportunities as well as a chance to make a positive contribution to the Edmonton community.

There are a few volunteer opportunities within our organization, including the Sexual Assault Support & Information Line, Alberta's One Line for Sexual Violence, Fundraising and Special Events.

To ensure our Support and Information Line volunteers are prepared for their position all volunteers are required to take our 70-hour Volunteer Training. Our sessions are Tuesday/Thursdays from 6 p.m. to 9 p.m. and three-four Saturdays from 9 a.m. to 3 p.m., and are offered twice a year: once in early May to late June, and again in mid-September to mid-November. These sessions will provide you with the necessary skills and information required to take calls on our Support and Information Line, as well as calls, texts, and chats on Alberta's One Line for Sexual Violence, and will provide a great opportunity to meet other volunteers who have similar interests.

Attached you will find detailed information on the Sexual Assault Centre of Edmonton's volunteer opportunities, policies and guidelines, services offered, commitment as a volunteer and application form. Please read through all of the information attached in this package to ensure that this volunteer opportunity suits your interests, and that you are comfortable with our policies and commitment requirements. Once you have reviewed this information, and you remain interested in volunteering, please complete and return the documents contained in the application package to my attention by email, fax or mail.

I will get in touch with successful applicants to set up an in-person interview and to discuss the available volunteer opportunities that reflect on your interests and qualifications.

Thank you again for your interest in becoming involved in this very important service. At the Sexual Assault Centre of Edmonton we understand that the vitality of our agency depends on the volunteers who support us. We encourage you to consider becoming a part of our team! Should you have any further questions, do not hesitate to contact me.

I look forward to meeting with you in the near future!

Warm Regards,

Louise Owen
Sexual Assault Centre of Edmonton
volunteer@sace.ca

Volunteer Opportunities

Support and Information Line Volunteer

Job Summary: Sexual Assault Support and Information Line volunteers provide emotional support, referrals, and information to those impacted by sexual violence who call the Sexual Assault Support & Information Line, as well as those who call, text, chat on Alberta's One Line for Sexual Violence. Volunteers take calls in their home using their personal cell phone or home phone. Calls are transferred to volunteers through an anonymous and confidential call service. Texts and chats are answered through a secure online platform. The Volunteer & Support Lines Manager provides supervision and support to Support and Information Line Volunteers.

Responsible To: Volunteer & Support Lines Manager

Commitment:

- 10 hours per month
- Minimum 6-month commitment
- Attend at least five (5) monthly volunteer meetings/events a year
- Volunteer at one (1) SACE bingo per year (unless otherwise accommodated)

Goals:

- To provide a high standard of support and crisis intervention to those who have experienced sexual violence in Alberta
- To foster public awareness regarding sexual violence
- To develop and refine active listening and crisis intervention skills

Qualifications:

- Over 18 years of age
- Ability to support people in a crisis situation in a calm, effective and non-judgmental manner
- Excellent communication and listening skills
- Empathy and sensitivity toward others as well as the ability to relate warmly to people
- Ability to work without direct supervision
- Support the mission, vision, values, goals and policies of the Sexual Assault Centre of Edmonton

Responsibilities:

- Answer Support and Information Line calls, and One Line calls, texts and chats on a home phone/personal cell phone and computer.
- Provide emotional support to callers needing to discuss their experience with sexual violence (direct or indirect)
- Provide information regarding police, medical and legal procedures
- Complete appropriate paperwork for all calls received
- Maintain confidentiality of staff, volunteers and individuals who seek help from our Centre
- Offer and accept feedback in a mature manner
- Attend 5 monthly volunteer meetings/events each year as well as volunteer at one bingo

Resources:

- 70-hour training program - includes information on sexual and gender-based violence, trauma, suicide intervention, community resource referrals, and support and communication skills
- Monthly volunteer meetings
- Access to the expertise of staff and fellow volunteers

Benefits:

- Gain experience and education in the human service's field
- Personal satisfaction in making a difference in other people's lives

Fundraising Volunteer

Job Summary: Assist the Volunteer & Support Lines Manager with the set up and running of bingos.

Responsibilities:

- **Bingo Usher:** Actively participate in selling of bonanza, satellite, Nevada and odd/even bingo cards
- **Office Bingo Assistance:** Responsible for accurately distributing bingo cards and receiving cash from ushers during event, ensuring both cards and cash are balanced at the end of the event

Casino Volunteer

Job Summary: Assist with the operations of biennial casino fundraisers. Volunteers are required over a two-day period for each casino event.

Responsibilities:

- **Chip Runner:** courier (runner) for chip orders from casino games
- **Cashier:** cashes chips for players and pays out cash
- **Count Room Staff and Supervisor:** sort, count, verify, and amalgamate cash from games
- **Banker:** controls cashiers' floats of chips and cash, makes up vouchers for cash/chip transfers from chip runners
- **General Manager:** responsible for total operation of casino with assistance and guidance from a casino advisor

Special Events Volunteer

Job Description: Occasionally volunteers are needed to assist with the planning and implementing of special events, seminars, conferences and fundraisers.

Responsibilities: Will vary depending on event



SEXUAL ASSAULT CENTRE OF EDMONTON

volunteer@sace.ca | www.sace.ca

Volunteer Application

Please answer all questions as fully as possible. Please pass the reference check forms along to your references. It is preferable that references return their completed forms directly to the Volunteer & Support Lines Manager. Applicants will be contacted regarding an interview after the application form and both references have been received. Thank you for your application!

Please send the attached reference forms to two references and ask them to return the reference directly to the Volunteer & Support Lines Manager at volunteer@sace.ca, or Attn: Volunteer & Support Lines Manager, 10339 124 St #300, Edmonton, AB T5N 3W1

APPLICANT INFORMATION			
Last Name		First	Pronouns
Street Address		DOB	
City		Province	Apartment/Unit #
Phone		Postal Code	
E-mail Address		Relationship	
Emergency Contact	Phone Number		
Position Interested In: Sexual Assault Support and Information Line <input type="checkbox"/> Special Events Assistant/Fundraising Bingo/Casino <input type="checkbox"/> Bingo/Casino <input type="checkbox"/>			
EDUCATION			
Current/Previous Education (level of education, name of school, program of study, completion status)			
Special Skills or Training:			

EMPLOYMENT – PAST AND PRESENT	
Present Employer:	Phone ()
Job Title	Supervisor
Responsibilities	
Previous Work Experience:	
Company:	Position:
Responsibilities:	
Company:	Position:
Responsibilities:	
VOLUNTEER EXPERIENCE	
Current Volunteer Activities:	
Previous Volunteer Activities:	
Anything else you want SACE to know:	



OTHER INFORMATION

Are you volunteering for school credit?

Name of program or class:

Number of hours required:

Date hours to be completed by:

Do you require a written letter of reference?

TELL US MORE ABOUT YOU

Any skills, abilities and resources you feel you could bring to the Sexual Assault Centre of Edmonton:

Any clubs, or organizations to which you belong:

Why you have chosen to volunteer at the Sexual Assault Centre of Edmonton at this particular time in your life?

Support Line Volunteer Application Information

Volunteers at the Sexual Assault Centre of Edmonton must be comfortable with and able to:

- Provide services to persons of all cultural heritages
- Provide services to persons of all religious backgrounds
- Provide services to persons of all sexual orientations
- Provide services to persons who are differently abled
- As Support Line Volunteers provide all three options of abortion, adoption, and parenting to callers looking for options regarding a pregnancy
- Maintain confidentiality both during and after volunteering at Sexual Assault Centre of Edmonton.

Volunteers at the Sexual Assault Centre of Edmonton:

- May volunteer on the Sexual Assault Support and Information Line after successfully completing:
 - An interview
 - Two reference checks (If you are applying as a Support Line Volunteer).
 - The Edmonton Police Service's Security Clearance Check (If you are an on-site office volunteer, will be onsite at any point for volunteering, or are a Support Line Volunteer)
 - Seventy hours of volunteer training
- May not have used sexualized violence against, or stalked, another individual
- To volunteer on the SACE Support & Information Line or Alberta's One-Line Must may not have personal relationships with a client
- To volunteer on the SACE Support & Information Line or Alberta's One-Line Must not be a current SACE client or currently access the SACE Support & Information Line or Alberta's One Line for Sexual Violence.
 - Former clients may be involved as SACE volunteers on the Support and Information Line, provided they are at least two years out of counselling, and the Director of Client Services does not feel it would compromise their healing or put counsellors in an ethical dilemma regarding dual relationships.
 - Due to the stressful nature of the training and operation of lines, we may require prospective volunteers who have suffered a major life event or loss in the last 12 months to wait at least one year before beginning training.

Please note: If your ability to meet any of these requirements changes at any point in time, an individual will be asked to discontinue their volunteer activities with the Sexual Assault Centre of Edmonton.



Commitment as a Support & Information Line Volunteer

Training:

All volunteers will complete volunteer training, which will provide them with the necessary information and skills needed to work with survivors of sexual assault.

- Volunteer training is 65 hours in length
- Training is held on Tuesday and Thursday evenings, as well as a few Saturdays, through the months of May/June, and September/October/November.
- Volunteers must complete training before providing support on the Sexual Assault Support & Information Line.
- All training is mandatory unless otherwise approved by the Volunteer & Support Lines Manager

Shifts:

Volunteers are asked to commit 8 hours per month to taking calls, texts and chats. Shifts are scheduled by the volunteers, and do not have to be completed in succession, nor at the same time ever

Meetings:

We ask that volunteers attend at least five (5) volunteer meetings/events each year, as well as one (1) bingo unless otherwise agreed upon. Attendance fosters a sense of community among volunteers, as well as continued learning regarding support and sexual assault and abuse.



Reference Requests

Please Note: if you are **NOT** applying for the SIL/One-Line you only need to provide us with contact information for your references. If you **ARE** applying for the SIL/One-line you are responsible for ensuring your references submit the appropriate paperwork.

Names of References:

- | | |
|----------|-----------------|
| 1. Name: | Contact Number: |
| 2. Name: | Contact Number: |

REFERENCE REQUEST

I hereby authorize the above references to provide a reference in connection with my application for a volunteer position with the Sexual Assault Centre of Edmonton, and release them from any liability with respect to the same.

Signature

Date

DECLARATION

I certify that my answers are true and complete to the best of my knowledge.

I understand that submitting my application does not guarantee my acceptance, and I agree to participate in further screening to assist SACE in determining my suitability for any volunteer position.

I also understand that any information I provide on this form will only be used for screening purposes, and will not be released to any other organization or persons without my authorization.

Signature

Date