

Volunteer Application Form

Welcome to Parent Resource Centre!

The Parent Resource Centre (PRC) is governed by community volunteers with extensive personal and professional experience. Our broad range of staff and volunteer-run services support the social, physical, developmental, and emotional well-being of parents and their children. PRC volunteers are valued for their essential role in serving this vulnerable population and are supported by a small, dedicated staff. The PRC embraces a cooperative model that sees people as having both needs and gifts, and recognizes the benefits of volunteering for personal growth and a sense of purpose.

The information collected in this form will be used to assist us in placing you in a suitable and rewarding volunteer position, and advising you of future volunteer opportunities. All information will be kept strictly confidential.

In order to best match your skills and interests with the volunteer opportunities available at the Parent Resource Centre, you will be required to:

1. Complete and return the Volunteer Application Form (below)
2. Submit 2 references (one volunteer/professional reference and one personal reference)
3. Attend an in-person interview
4. Submit a vulnerable populations police record check
5. Submit a copy of your resume
6. Participate in training and orientation specific to your volunteer position, as required
7. Attend a follow-up, in-person interview regarding your volunteer experience with PRC within the first 6 months

GENERAL INFORMATION

Date: _____

First name

Last name

Address

City

Postal Code

Daytime Telephone

Evening Telephone

E-mail (Please print)

Languages Spoken: English French Other (specify): _____

Languages Written: English French Other (specify): _____

ALLERGIES: Please list below:

EMERGENCY CONTACT

1. Name: _____ Relationship: _____ Contact# _____

2. Name: _____ Relationship: _____ Contact# _____

BACKGROUND INFORMATION

Please highlight your most relevant present or past volunteering experience, as well as any work, education, and/or community experience.

1. Volunteer experience:

2. Work experience:

3. Education or special training:

4. Community involvement (associations, clubs, sports, church, etc.):

5. Special skills or talents (music, hobbies, computers, art, etc.):

6. Any other skills or experience that you would like us to know about?

VOLUNTEER OPPORTUNITIES

Following is a sample of some of the volunteer opportunities at the Parent Resource Centre. Feel free to tell us what other program areas may be of interest to you. (Please note: volunteer opportunities are not always available in all programs listed.)

PLEASE PLACE A CHECK MARK NEXT TO PROGRAMS THAT ARE OF INTEREST TO YOU:

<p>Board of Directors: Apply to a body of elected and appointed members who jointly oversee the activities of the PRC.</p>	<p>Community Development: Assist in community projects in order to promote healthy communities and neighbourhoods.</p>	
<p>Donation: Donate items. Prepare care packages for children or families in need. Can you sew or knit? Donate homemade blankets, mittens, hats to families in need. Donate food or baking supplies. Bake for children's groups.</p>	<p>Playgroup & Toy Lending Library: Help with the preparation of activities, cleaning of toys, maintenance of the toy library, and support PRC Facilitators during playgroups.</p>	
<p>Special Events: Assist in planning and running events for the Centre.</p>	<p>Maintenance/General Repairs (daytime): Provide assistance with general maintenance and repair tasks.</p>	
<p>Proposal Writing (daytime/evenings): Help PRC research and write various funding proposals.</p>	<p>Health and Fitness: Running programs or workshops related to health or fitness for staff, families, or community members.</p>	
<p>Program Support (daytime & evenings): Help to support or conduct research to help enhance programming offered at the Centre.</p>	<p>Children's Literacy & Resource Library: Reading circles, story time, homework clubs, resource library maintenance.</p>	
<p>Administrative Support (daytime): Administrative support for various programs including answering phones, word processing, data entry, filing, faxing, and photocopying.</p>	<p>Other Special Interests: Please tell us what other areas may be of interest to you...</p>	

AVAILABILITY – Please write in the times when you are available to volunteer.

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM							
PM							
Evening							

Date I am available to start: _____

How did you learn about the Parent Resource Centre?

Volunteer Ottawa Brochure Media Other (please specify): _____

REFERENCES

I hereby authorize Parent Resource Centre to contact the following references: **Yes**

Name	Relationship
Daytime Telephone Number	Evening Telephone Number
Name	Relationship
Daytime Telephone Number	Evening Telephone Number

DECLARATION

I acknowledge that all of the above information is accurate. The Parent Resource Centre reserves the right to terminate this process if the information provided is not accurate OR if it is determined through this application process that a volunteer placement with the PRC would not be appropriate.

If you are under 18 years of age, a signature of either your parent or legal guardian is required.

Signature

Date

Thank you for your time and attention in completing this form.

Please return your completed application and required documents by email, fax, mail, or drop-off to:

Parent Resource Centre
300 Goulburn Crescent | Ottawa, ON K1N 1C9
Tel 613-565-2467 | fax 613-565-1144 information@parentresource.ca

Committed to every child's development • Engagé au développement de chaque enfant

Once we have received your application and the required documents, you will be contacted with further information about volunteering opportunities.