

The Role of Program Volunteers

HIV/AIDS Regional Services is committed to providing prevention and education programs as a means of reducing the transmission of HIV and to provide non-judgmental, empathetic support to those living with HIV, to those affected and/or to those at risk.

In order for HARS to carry out its mandate, we depend on the assistance of concerned and committed individuals who volunteer their time and expertise to the organization. Volunteers complement the work of staff and as a non-profit, community-based organization; HARS could not achieve its goals without the contributions of volunteers.

Process:

When individuals express an interest in volunteering, they can pick up a volunteer package at reception or download one from our website. This package contains an Information Form (for completion and returned to the agency), a general brochure about HARS, HIV/AIDS the basics (pamphlet) and this description of the role of volunteers.

The Information Form, once completed, is submitted to the Executive Director who will follow-up with a screening interview. At the interview 2 references will be required. All volunteers will be expected to have a police security check (though the presence of a criminal record does not prevent you from volunteering with our agency) and a Tuberculosis test. We ask that all volunteers are at least 16 years of age and able to commit at least 6 months to the organization.

Most volunteers will start work on reception. Orientation will be provided at the beginning of the first shift. This exposes the new volunteers to the services offered, an opportunity to familiarize themselves with policies and procedures, time to get to know all the staff and to decide where they would like to carry out further volunteer work.

Following a period of time on reception, volunteers may decide to stay in reception or move on to other activities.

All new volunteers, regardless of when they start volunteering are expected to participate in the annual volunteer training (usually held in the fall).

Training may include:

- Background and History of HARS
- Information about the different areas for volunteering
- An introduction to HIV/AIDS and related issues
- HIV/AIDS and discrimination
- Harm Reduction, understanding the drug user
- Risk Reduction and safer sex
- Presentations by people living with HIV/AIDS

Volunteer training is usually one Saturday in the fall, of approximately 4 hours. There may be Educational presentations throughout the year for volunteers to further deepen their understanding and develop their skills

Education:

Education activities for volunteers can include assisting with presentations, workshops and in-service training and peer training for a variety of group and agencies both in the City of Kingston and in the surrounding area. HARS volunteers may be asked to set up displays for events, to provide resources, to assist in research, or to help manage the resource area and the library, including videos and the vertical files.

Support:

The main activity required for the support staff is volunteer drivers, which would include driving service users to health-related appointments, especially from surrounding rural areas. There may be the opportunity to create other support type activities throughout time as a HARS Volunteer.

Reception/Office:

In this area of volunteer work, volunteers schedule themselves for 3.5 hours shifts weekly or bi-weekly. They have contact with everyone dropping in for meetings or appointments or for resources and with callers needing information/support. Office volunteers perform regular office tasks, e.g. preparing presentations, cleaning the office, making crack kits, bundling needles, making red ribbons, helping to prepare for “big events, and many other little tasks that help the office function on a daily level.

Board of Directors

Is the volunteer governance body for HARS, they are legally responsible for the organization, and the board sets policy, ensures funding obligations are met and in conjunction with staff and volunteers, ensures that HARS meets its mandate. The board is also responsible for the fundraising committee, which meets monthly and organizes an annual dance, the Red Ribbon Campaign and other special donor related events. This committee has one of the largest volunteer requirements.



Volunteer Application

Date Received _____

This form is designed to help decide in which areas you will be best suited to volunteer. If a question does not apply to you leave it blank or write N/A (not applicable). We encourage all individuals to apply. Please write as clearly as possible.

Contact Information

Name: _____

Street Address: _____

City/Town: _____ Postal Code: _____

Phone (h): _____ (w): _____ (cell): _____

e-mail: _____

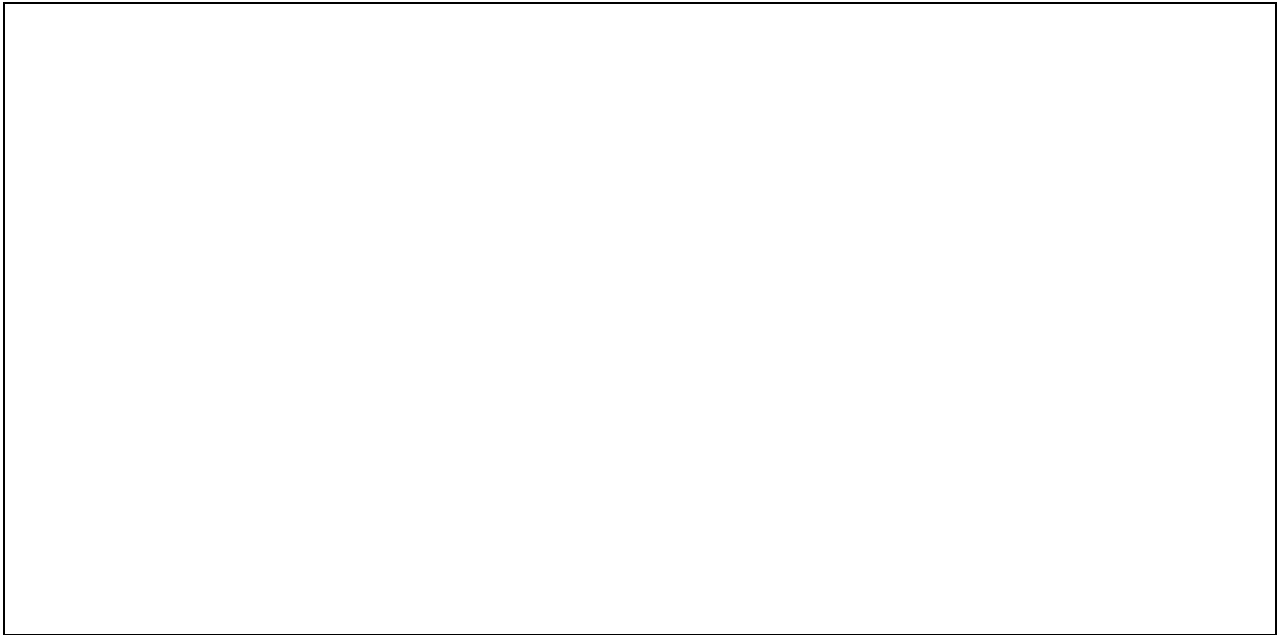
May we leave a message? Yes No

Preferred Contact: Home Work Cell e-mail

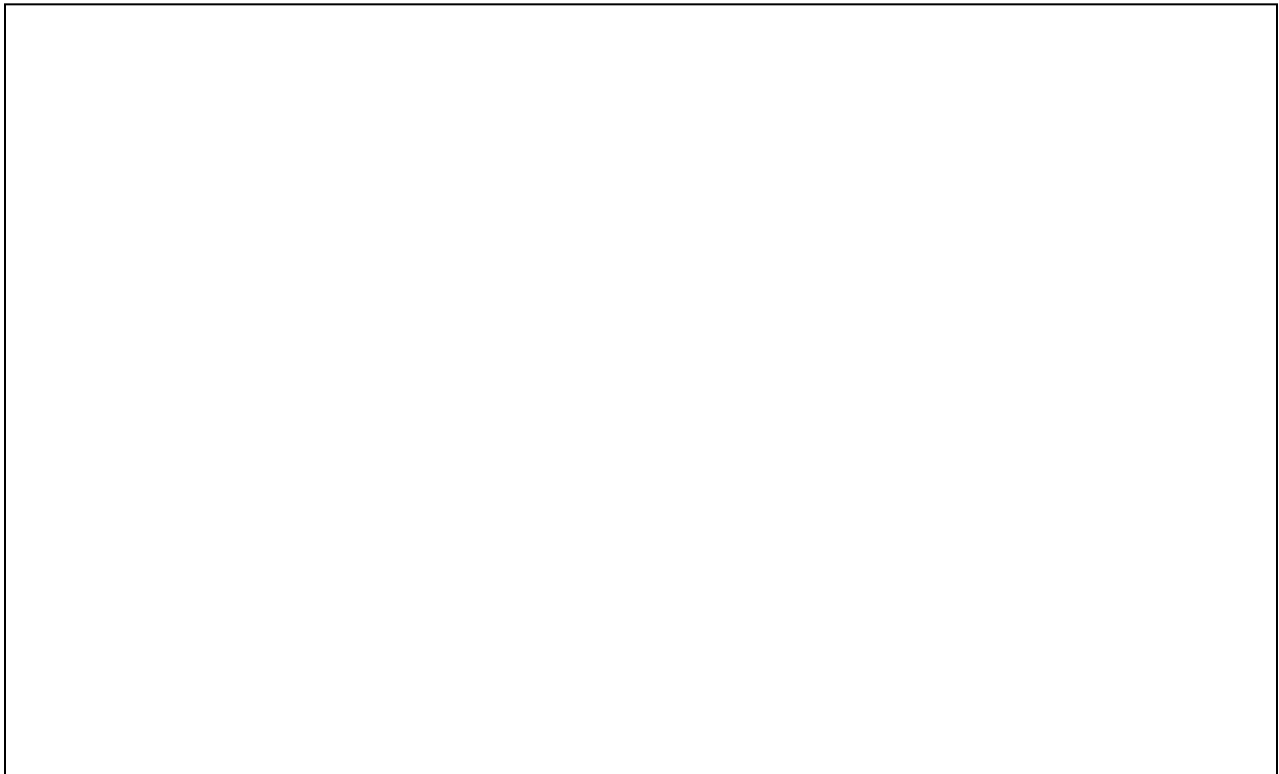
*** We require our volunteers to have up to date Tuberculosis tests. These can be done at your local health unit.

Describe your volunteer experience: (organization, type of work, length of service, etc)

What are your Reasons for wanting to volunteer at HARS?



Do you have any special or unique skills that you think you could contribute to HARS? (i.e Web design, counseling, artistic skills, etc.)



Please provide us with 2 references:

Reference 1:

Reference 2:

The following list includes some of the types of volunteer work available at HARS. Please indicate with an X, the activities that may interest you. Some of these are:

**** This list is not exhaustive, there are many more opportunities for volunteers and we welcome your creativity*

Agency support Services

- Office Reception
- Office Maintenance
- Needle Exchange
- Fundraising
- Applying Computer Knowledge
- Web Design
- Board of Directors
- Drop in Space (maintenance, chatting)

Education and Outreach

- Preparing Educational Materials
- Volunteer Drivers

Special Events

- Red Ribbon Campaign
- Taste For Life
- Opening Doors
- Walk For Life
- AIDS Candle Light Memorial
- Hands on Art
- The tell projec

