

**Volunteer Opportunities**

Roles	Descriptions	Estimated On Duty Duration
Convenors	Bring together a group with particular interests on a regular basis to share experiences and fun	3 hours per week
Event helpers	Work with staff to set up and tear down event displays, greet attendees, provide event information to the public	6 hours per event
Graphic Assistants	Translate program and event information in a vivid way to attract public attention	3 hours per week
Guest Speakers	Share health and wellness experiences with seniors in a lecture setting	2 hours per occasion
Office Assistants	Assist SJMC staff with their daily tasks including typing, copying or other office work	2 hours per shift
Program Assistants	Work with instructors to assist in classes, including attendance taking, setting up.	2 hours per week
Program Instructors	Help students increase their skills in a particular interest/hobby.	2 hours per week
Receptionists	Answer telephone, direct calls to appropriate staff, take messages, and greet visitors	3-4 hours per week
Translators	Convert written documents from English to Chinese and vice versa	3 hours per week

**Becoming a Volunteer**

Step 1 Application	Visit our website at <a href="http://www.vintagegarden.ca">www.vintagegarden.ca</a> to download a blank form or visit our Community Centre to ask for a printed one.
Step 2 Interview	SJMC staff will contact you for an interview to determine your level of interest and availability. You will be notified on the spot if your application is accepted or rejected.
Step 3 Orientation	Volunteer orientation and information sessions will provide you with important information about SJMC, its vision, missions, and policies; review your volunteer roles and responsibilities; and a tour of the facilities. You are required to attend orientation before the first volunteer assignment.
Step 4 Training	Each position requires training. You will be invited to attend a group training workshop prior to being placed into a program, or your supervisory staff will provide you on the job training on the first day of your placement.
Step 5 Ongoing Support	To ensure that you are comfortable and confident in your volunteer position, your supervisory staff will always be available to answer any questions you encounter, or match you with another volunteer or a staff member for your first few shifts.
Step 6 Evaluation Review	After completing 3 months in your volunteer position, and also annually, your supervisory staff will meet with you regarding your needs, performance and satisfaction.
Step 7 Survey	We want to hear from you and would want you to let us know how we are doing and how we can continue to make all volunteers an active part of our organization systematically every year.
Step 8 Recognition	We value the contributions that our volunteers make. Regular events will be held for our staff to say thank you to each and every volunteer for their participation and dedication to SJMC.