



Positive Living North: No khēyoh t'sih'en t'sehena Society

#1, 1563-2nd Avenue, Prince George, BC, V2L 3B8

Phone: (250) 562-1172

Fax: (250) 562-3317

www.positivelivingnorth.org

Dear Volunteer Applicant:

Thank you for expressing an interest in volunteering at Positive Living North by requesting a volunteer application package. New volunteers are always welcome at Positive Living North.

The application process involves:

1. Completion of application form
2. A screening interview
3. Reference checks and a criminal record check once the application is completed

Please ensure all forms found within the Volunteer Application Package are completed (where applicable) and returned to the front desk at Positive Living North.

After completing these forms we will be contacting you to set up a screening interview; the interview is an opportunity for us to learn a bit more about you and for you to learn more about Positive Living North. This interview typically takes about an hour. During this time we can discuss the various volunteer positions that are available and what you would be interested in doing at Positive Living North. Please bring any questions you may have to the interview.

If you are selected as a volunteer, we will provide a training and orientation period in order for you to become comfortable in your role. We will also ask that you submit a criminal background check as well as complete our Confidentiality Agreement when the interview process is finished. Positive Living North will waive the society membership fee if a commitment of 10 or more volunteer hours is prearranged.

Thanks again for your interest in volunteering at Positive Living North!

Sincerely,

POSITIVE LIVING NORTH

VOLUNTEER COORDINATOR

Positive Living North acknowledges the financial assistance provided from the following funders:



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Northern British Columbia
unitedwaynbc.ca



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The following information is **optional**. Please provide as much information as you feel comfortable with.

☞ Occupation: _____ Employer: _____

☞ Education (Please check the highest level obtained):

Primary ___ Secondary ___ Bachelor ___ Masters ___ Doctorate ___

Vocational/Technical Degree _____

☞ Languages spoken: _____ written: _____

☞ Do you have a B.C. Driver’s License? Yes ___ No ___

☞ Do you have a vehicle that you would be willing to use while volunteering?

Yes ___ No ___

☞ Do you prefer to work a set number of hours each week or do you want to volunteer for specific events only? _____

☞ If you are interested in volunteering on a weekly basis, how many hours are you willing to volunteer each week? _____

☞ What length of time (days/weeks/months) do you expect to volunteer at Positive Living North? _____



SKILLS/STRENGTHS:

Please check the skills you have that you would like to share with us:

- Client support
- Reception/clerical
- Food preparation
- Event coordination
- Technical support
- Carpentry/maintenance
- Deliveries
- Graphic design
- Video production
- Photography
- Research

Please list any additional skills or interests you would like to utilize or contribute while volunteering at Positive Living North:

As a Volunteer at PLN you will be expected to familiarize yourself with, and adhere to, PLN's Policy and Procedures Manual.

Positive Living North bases its decisions for volunteer placement on the following criteria:

- ❖ Screening Interview
- ❖ Reference Checks
- ❖ Demonstrated Commitment
- ❖ Signed Oath of Confidentiality

AREAS OF INTEREST:

Please check the duties you are interested in performing and circle your level of interest in the following areas:

- Level of Interest: 1 Your greatest area of interest
Level of Interest: 2 Your second choice
Level of Interest: 3 The area you are least interested in

Scheduled or Time-Limited Events

- | | | | | |
|---|--------------------|---|---|---|
| <input type="checkbox"/> AIDS Walk (Sept.) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> AIDS Awareness Week (Nov.) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> World AIDS Day (Dec. 1) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Other events _____ | Level of Interest: | 1 | 2 | 3 |

Fire Pit Department Duties

- | | | | | |
|---|--------------------|---|---|---|
| <input type="checkbox"/> Support Outings | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Facilitate Activities | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Kitchen Duties
(Food Preparation, Dishes, Shopping) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> General Department Support | Level of Interest: | 1 | 2 | 3 |

Education Department Duties

- | | | | | |
|---|--------------------|---|---|---|
| <input type="checkbox"/> Deliveries/Driving (i.e. Walk Packages) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Mail-outs | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Educational Supplies
(i.e. ordering & organizing resources) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Food Preparation
(Preparing Positive Prevention Group lunches, etc.) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Fundraising | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Public Educator
(Staffing info tables at health fairs, mall displays, etc.) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> General Department Support | Level of Interest: | 1 | 2 | 3 |

Administration Department Duties

- | | | | | |
|---|--------------------|---|---|---|
| <input type="checkbox"/> Front Desk Coverage | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Data Entry | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Word Processing/Typing | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Director (Board member) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> General Department Support | Level of Interest: | 1 | 2 | 3 |

Support Services Department Duties

Prior to volunteering in this department, volunteers are expected to spend time within the office to establish a relationship with PLN clients (i.e. people living with or affected by HIV/AIDS/HCV)

- | | | | | |
|--|--------------------|---|---|---|
| <input type="checkbox"/> Supporting Outings | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Facilitate Activities | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Visitation | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Nutritional Resources Distribution | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> Food Preparation
(Preparing Positive Talk Support Group lunches, etc.) | Level of Interest: | 1 | 2 | 3 |
| <input type="checkbox"/> General Department Support | Level of Interest: | 1 | 2 | 3 |

Positive Living North would like to thank you for your interest in supporting your community's response to HIV/AIDS/HCV.



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Positive Living North Volunteer Reference Form *(Completed by Reference)*

Applicant's Name: _____

Date: _____

Type of Reference: Family or Friend

Reference's Name: _____

Reference's Phone: _____

Thank you for taking the time to provide a reference. PLN applies a thorough screening process to ensure that our members (people living with HIV/AIDS, their partners, family and friends) are treated with dignity and receive confidential service. The quality of the services our volunteers provide is integral to the satisfaction of our members and to the reputation of the organization in the community. We also want to ensure that the skills of the volunteers are fully utilized and that a good match is made between volunteers and available positions.

Please answer each question as honestly and thoroughly as possible.

1. In what capacity do you know the applicant? For how long? Years _____ Months _____

2. What personal qualities and skills do they have that would be a good fit at Positive Living North?

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3. The applicant will be in contact with a diverse group of people at Positive Living North. What is your sense of their comfort level around working with people who may be gay, lesbian, bi-sexual, transgendered, transsexual, queer or questioning, injection drug users, facing physical and/or mental challenges, or of different cultures, religions, or ethical views?

4. What do you believe inspires the applicant most about being a volunteer in our community?

5. Do you have anything else that you would like to share with PLN?

Thank you so much for your time.

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Positive Living North Volunteer Reference Form (Completed by Reference)

Applicant's Name: _____ Date: _____

Type of Reference: General (former employers, volunteer supervisors)

Reference's Name: _____

Reference's Phone: _____

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