



How do I sign up to volunteer?

We are excited to have you volunteer with us! In order to use your time efficiently there are three simple steps to complete before your first time with us.

1. Read and fill out our volunteer forms

There is valuable information in these sheets! Volunteer forms can be picked up at our thrift store which is open Monday – Saturday from 9:30-4:30 or you can request a copy by emailing us at theolivetreelloyd@gmail.com

2. Meet with the Volunteer Coordinator

After you have read and completed the volunteer forms call and set up a time to meet with the volunteer coordinator. (780) 870-1060

We want to be able to sign you up for a task that you will enjoy, so we need to know a little about you. This meeting will take 10 minutes or less.

3. Sign up to volunteer

We ask that volunteers sign up at least 48 hours before serving. This allows us time to call for more helpers if we know we will be shorthanded or let people know that we have enough volunteers for that night. If you know you will be unable to attend please let us know as soon as possible.

Thank you for your interest, we hope to see you soon!

Becky Schille
Director
The Olive Tree

Welcome to The Olive Tree Community Centre

Volunteer Contact: Becky Schille (780) 870-1060
theolivetreeelloyd@gmail.com

We are very excited to have the opportunity to work with you and appreciate your time! If you have any creative program ideas, gifts or talents that you want to put to use for the advancement of this ministry, please talk to us.

Volunteer Positions and Hours Available

Free Community Meal (Must be 14 years old to volunteer.)

- Monday/Wednesday/Friday: 4:30pm – 7:00pm (Serve food from 5:00 - 6:00)
We typically prepare all the meals on Monday afternoons. We need volunteers that want to prepare meals, bake, serve food, clean, mentor and visit with our guests.

Seniors Luncheon: (Must be 14 years old to volunteer.)

- Monday/ First & Third Wednesday/Friday: 11am - 1pm
We need volunteers to prepare meals, bake, serve food, clean and visit with our guests.

Monday Afternoon is at Lloyd Gospel Fellowship 4620 47 Ave, Lloydminster, SK

Wednesday Afternoon is at the Grace United Church 4708-50 Ave, Lloydminster, AB

Friday Afternoon is at Southridge Community Church 5701 41 St, Lloydminster, AB

Warehouse and Food Rescue: (No minimum age to volunteer.)

- Our community meals require a lot of food and thanks to the generosity of our community we receive, log, sort and deliver thousands of pounds of food each week. If you like organizing and sorting this could be a great volunteer position for you!

Special Events:

- If you have a large group or need more information please contact us!

General Information

Before your first time volunteering you must read this information package and fill out all required forms. When you hand your forms in it is with the understanding that you have read and agree to the information provided in this package and all other forms. If you have any questions please don't hesitate to call.

What to Wear:

Note: The key is **modesty**. A standard to keep in mind is the less revealing, the better.

- Comfortable, casual, modest pants or long shorts (i.e. knee length).
- Sleeveless shirts are fine, but no muscle shirts or thin straps are allowed in the kitchen.
- Footwear with toes are best (i.e. closed toes).
- Be aware of what you are advertising on your clothing.

What to Do Upon Arrival:

- Report to the kitchen manager. This person will also make you aware of any Food Safe Guidelines that need to be followed if you are serving in the kitchen.
- **Sign-in the volunteer register;** remember to fill in the time you arrive and leave, and enter the total number of hours.
- When serving in the kitchen, or when serving meals, always wear an apron, but remember to remove it while you go to the washroom.
- Always wash your hands properly in the kitchen hand sink. Use paper towels to dry.

What to Do Upon Leaving:

- Make sure that all of the nightly duties are completed. If you are not sure what these are please talk to the team leader.
- Sign out for the night

Expectations Regarding Conduct:

- If anything is said or done that is offensive and hinders you building a relationship with any visitor, whoever is in charge should be made aware of that. For example: sexual harassment, discrimination and unwelcome gestures are not acceptable toward or from a visitor.
- Never give cash, your address or phone number out. If you feel led to do this consult with the Director or whoever's in charge.
- You should maintain a professional relationship with the visitors.
- We are not able to provide rides to anyone in our personal vehicles for any reason.
- Before pursuing a personal, away from The Olive Tree relationship with a visitor, a meeting with the Director is required. Sometimes you may feel you are being taken advantage of, and this may be so, please talk to us first!
- If your actions or conversations detract from the safety or wellbeing of any other volunteers or guests you may be asked to leave.
- We are all here because we want to make a difference in the lives of others. Sometimes solving an issue that is presented to you at that time is not what's best for our guests. Please discuss any and all requests with us so that we can stay informed as to what our guest's needs are.
- If you are not sure of The Olive Tree policies ALWAYS feel free to ask us.