



Community Centre

How do I sign up to volunteer?

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 9:30am-5:00pm, download a copy from our website theolivetreeelloyd.ca or you can request a copy by emailing jana@theolivetreeelloyd.ca

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!

A handwritten signature in black ink that reads "Jana Lett".

Jana Lett
Volunteer Coordinator
The Olive Tree

Welcome to The Olive Tree Community Centre

Volunteer Contact: Jana Lett (780) 870-1060

jana@theolivetreeelloyd.ca

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 – 6:30pm (Serve food from 5:00 - 6:00)
Description: Volunteers prepare meals, bake, serve food, clean, and visit with our guests.

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

- Friday: 11:00am – 1:00pm
Description: Volunteers prepare meals, bake, serve food, clean and visit with our guests.

Mom's Group:

- Monday: 5:00pm – 7:30pm
Description: Volunteers prepare meals, serve food, clean, help with childcare and visit with our guests.

Warehouse and Food Rescue: (Age restrictions vary)

- 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!
- Another aspect of Food Rescue is gleaning! After we receive produce from our partners we sort, wash and prepare food for distribution. Volunteer opportunities vary and are flexible for this position, please contact us for more information.

Special Events:

- If you have a large group or would like to help at special events please contact us to let us know!

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.

Please Initial After Reading: _____

The Olive Tree Community Centre

Volunteer Application

Date: _____

Birth Date: _____
Month/Day/Year

Name: _____

Address: _____

Would you like to receive our newsletter?
(4-6 times/year)

City/Postal Code: _____

Yes No

Phone: _____

E-mail: _____

Emergency Contact: _____

Emerg. Phone: _____

Do you want to volunteer during the free community meals, seniors' luncheons or another outreach activity?

What days and times are you available?

Do you want to serve in the kitchen or visiting with guests?

What is your goal in volunteering with The Olive Tree?

Do you have any special talents or gifts you feel you would be able to serve here with?

Are you completing hours for a specific program? If yes, what program?

Reference (Professional)

Name: _____

Phone No. _____

Relationship: _____

Reference (Personal)

Name: _____

Phone No. _____

Relationship: _____



Confidentiality Statement

Confidentiality is central to the work that we do. As a volunteer, employee, or board member we have access to highly sensitive personal information regarding the people we are reaching out to. In order to maintain an attitude of protectiveness, everyone on the team is bound by strict confidentiality.

I _____ understand that serving at The Olive Tree Community Centre will bring me in direct contact with information that is confidential in nature. I agree not to share any of this information with anyone outside of The Olive Tree.

In addition, I understand that for the benefit of the people I am helping I will from time to time need to share information with my supervisor or executive team members, and in some cases, a pastor or leader from my local church in order to receive input and direction valuable to the recovery of the people I am ministering to.

Violation of this policy would betray the trust of the very people I am here to minister to and may result in my being asked to stop volunteering at The Olive Tree Community Centre.

Signature

Date



Consent, Release and Hold Harmless

As used below, "OLIVE TREE" shall mean THE OLIVE TREE COMMUNITY CENTRE, a not-for profit organization, and its officers, directors, employees, assigns, and agents (including any third party designated and approved by the OLIVE TREE at any time, including, without limitation, individuals or entities involved in print, publication, television, broadcast, or video media. As used below, "participant" shall mean any volunteer or other individual involved in an OLIVE TREE event. In consideration of the acceptance of my participation in any OLIVE TREE outreach, meeting or event (collectively, the "Event"), I agree to the following:

The undersigned being fully cognizant of the risks in participating in an Event, hereby assumes the risks of bodily injury (including, without limitation, death) and property damage, inherent in such participation. Except to the extent due to the gross negligence or willful misconduct of the OLIVE TREE, to the fullest extent permitted by applicable laws, I hereby waive any claims or causes of action which I may now or hereafter have against the OLIVE TREE arising out of my participation, and I will indemnify and hold harmless the OLIVE TREE against any and all claims resulting from such participation.

I hereby release the OLIVE TREE and its respective successors, affiliates, licensees and assigns from all claims, demands, liabilities, damages, costs and expenses (including, without limitation, attorneys' and other professional fees and expenses) that I may now or hereafter have against the OLIVE TREE arising in connection with my participation in the Event and the OLIVE TREE exercise of rights hereby granted, including, without limitation, claims for compensation, defamation, or invasion of privacy, or other infringements or violations of personal or property rights of any sort whatsoever.

In the event I should sustain injuries or illness while involved in an Event, I hereby authorize the OLIVE TREE to administer, or cause to be administered, such first aid or other treatment and medications I may bring as may be necessary under the circumstances, to include treatment by a physician or hospital of the OLIVE TREE's choice.

This Release shall be binding upon my heirs, personal representatives and assigns, and shall be governed by and construed under the laws of the Province of Alberta and the Province of Saskatchewan. This Release constitutes the entire agreement among the parties hereto with respect to the subject matter of this Release and supersedes any and all previous agreements among the parties, whether written or oral, with respect to the subject matter.

I understand that this form involves a release of legal rights.

Signature: _____

Date: _____

Name (Please Print)

City

Province

Postal Code

Phone