

## Dr. Harold S Trefry Memorial Centre Volunteer Form

Please note currently, the Dr. Harold S Trefry Memorial Centre has a two-vaccination policy to volunteer with our organization.

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Email \_\_\_\_\_

Emergency contact \_\_\_\_\_

There are many areas to volunteer in at the Dr. Harold S Trefry Centre. Please choose 3 and label 1, 2, 3 based on the areas you are most interested in:

- Coffee Connections/Internet Café: Are you tech savvy? Then volunteering at coffee connection is for you! Help seniors and persons with disabilities navigate the world wide web, Iphones, I pads, android tablets.
- Day Out Program: Our day out program is held in three locations. Echo Bay, Bruce Station and Trefry Centre. Volunteer at one or all three. They take place Tuesday, Wednesday, Thursday from 9-3. If you enjoy working with seniors and persons with disabilities, this day will fill your heart to the brim providing games and one on one socialization.
- Meals on Wheels: You can deliver meals, you can help in the kitchen, in whatever capacity you will be helping our communities stay fed and enjoy a hot meal three times a week. Our drivers do get reimbursed for milage.
- Transportation: driving members of our community to medical appointments, or grocery store, you will become a valuable piece in helping our residents age in place. Transportation drivers do get reimbursed for milage as well.
- Friendly visiting Phone Calls: if you like to talk on the phone, are upbeat, have interesting tales to tell or just want to listen to someone

who needs an ear, this volunteer position is for you. So many members of our catchment area need a little pick me up phone call with a friendly voice on the other end, especially during the winter months.

- Friendly visiting: if you enjoy exchanging a story or two over a hot cup of tea or coffee then sign up to be a friendly visitor volunteer. So many seniors or persons with disabilities need a friendly face to visit with them. It breaks up their day, gives them purpose and helps social isolation especially in the winter months.
- Home Maintenance: if you are a handy person, and like to fix items, plant/weed gardens, remove snow for a neighbour in need, then please lend you skills to the home maintenance program.
- Volunteer Ran Classes: Are you crafty? Like to bake? Like to build items with wood? Would you like to run a program at the Trefry Centre with 5-10 seniors or persons with disabilities? Come talk to the Trefry Manger for details.

#### Your Volunteer Position Choices

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

Comments:

Thank you for submitting a volunteer form, a staff member will get back to you within 3 business days!

# DR. HAROLD S. TREFRY MEMORIAL CENTRE

THE CORPORATION OF THE TOWNSHIP OF ST. JOSEPH  
Seniors and Disabled Persons Programs



Supported by:



## VOLUNTEER POLICY

(Adopted 04Jun08)

**MISSION STATEMENT:** To provide services to seniors and persons with disabilities which will assist them to remain in their own homes and allow them to maintain their dignity.

**DEFINITION of a VOLUNTEER:** A volunteer is a person who by choice and without financial compensation contributes time and services to assist in fulfilling the mission of the agency.

### PHILOSOPHY REGARDING VOLUNTEERS IN THE AGENCY

1. Volunteers are valued and respected by everyone in the agency.
2. As representatives of the community at large volunteers actively participate at all levels of the agency ensuring that services are responsive to needs of the clients.
3. Volunteers enhance the services provided and do not assure duties of paid staff.

### VOLUNTEERS SHOULD EXPECT THAT:

- They will not be discriminated against on the basis of race, gender, religion or sexual orientation.
- Their commitment and contribution will be recognized and appreciated.
- Appropriate measures will be taken to ensure their safety and the safety of those they serve.
- They will be adequately prepared and equipped for the tasks assigned to them.
- Efforts will be given to a selection of tasks appropriate to their interest and abilities.
- The Dr. H.S. Trefry Memorial Centre (The Corporation of the Township of St. Joseph) carries a liability insurance policy to cover the actions of volunteers.
- They may present ideas to the Program Coordinator and it may be implemented at the Coordinator's discretion.

### THE DR. H. S. TREFRY MEMORIAL CENTRE SHOULD EXPECT THAT VOLUNTEERS WILL:

- Work as team members, sharing the gifts and abilities they have been given.
- Understand and support our mission statement.
- Be loyal to the Dr. Trefry Memorial Centre and maintain its dignity and integrity with the public.
- Respect the principle of confidentiality and follow the same ethical standards expected of all Dr. Trefry Memorial Centre staff.
- Accept the assignment of their choice, relative to their personal abilities and decline assignments with which they are uncomfortable.
- Always arrive at assignments at the agreed time and if necessary, call as early as possible to be excused so that a substitute can be arranged.
- Provide a police record check (paperwork attached).

It is hoped that everyone will enjoy their experience as a volunteer with the Dr. H. S. Trefry Memorial Centre.

Dated: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

