

Welcome to Pinecrest-Queensway Community Health Centre!

On behalf of PQCHC, we would like to thank you for your interest in volunteering your time and skills to support our programs. The information on this form will be used to assist us in placing you in a volunteer position that is suitable and rewarding, and to advise you of future volunteer opportunities.

In order to best match your skills and interests with the volunteer opportunities available, you will be required to:

- Complete and return this application form
- Attend a one hour personal interview
- Submit 2 personal references during the interview
- Submit a current police record check, before starting placement
- Participate in training and orientation specific to your volunteer position

You can submit your application at your convenience, either:

- By mail or personally at: **1365 Richmond Road, Ottawa, Ontario, K2B 6R7**
- By e-mail to: **m.rodriquez@pqchc.com**
- Or via fax to: **(613) 288-3407** (Attention Volunteer Services)

After receiving your application, Volunteer Services will contact you within three (3) weeks for an interview.

IMPORTANT: If you are submitting this application on paper, please sign and date it. If you are sending it by e-mail, you will be asked to sign it during the interview.

If you have any questions or would like to have more information, please contact **Mariana Rodriguez** by e-mail at **m.rodriquez@pqchc.com** or by phone at (613) 820-4925, ext 458. We look forward to hearing from you in the near future.

PERSONAL INFORMATION:

FIRST NAME:		LAST NAME:	
ADDRESS:			
CITY:	PROVINCE:	POSTAL CODE:	
HOME TELEPHONE:	BUSINESS TELEPHONE:	CELL PHONE NUMBER:	
EMAIL ADDRESS:			

FOR INTERNAL USE ONLY

PLEASE DESCRIBE YOUR PAST OR PRESENT EXPERIENCE:

Volunteer Experience:

Work Experience:

Education, workshops or special training:

Community Involvement (Advisory committees, associations, clubs, coaching, etc.):

PLEASE DESCRIBE YOUR SKILLS:

Specific skills, talents or hobbies:

Languages:

- English French Others: _____

PREFERENCES IN VOLUNTEERING:

Why are you interested in offering to volunteer with Pinecrest-Queensway Community Health Centre?

- | | |
|---|---|
| <input type="checkbox"/> Student career volunteer hours | <input type="checkbox"/> Available time |
| <input type="checkbox"/> Community placement | <input type="checkbox"/> Share experiences and skills |
| <input type="checkbox"/> Meet new people | <input type="checkbox"/> Community Service Order |
| <input type="checkbox"/> Develop new skills | <input type="checkbox"/> Commitment to community |
| <input type="checkbox"/> Develop job skills | <input type="checkbox"/> Community involvement (high school – 40 hrs) |
| <input type="checkbox"/> Desire to help | <input type="checkbox"/> Other: _____ |

Is there a particular type of volunteer work in which you are interested? (Please check all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Working with children | <input type="checkbox"/> Working with individuals |
| <input type="checkbox"/> Working with youth | <input type="checkbox"/> Working with groups |
| <input type="checkbox"/> Working with adults and seniors | <input type="checkbox"/> Working with technology |
| <input type="checkbox"/> Mentoring or tutoring individuals or groups | <input type="checkbox"/> Doing research, training, or projects |
| <input type="checkbox"/> Working directly with a staff person as an assistant | <input type="checkbox"/> No preference |
| <input type="checkbox"/> Providing service to several clients | <input type="checkbox"/> Other: _____ |



VOLUNTEER OPPORTUNITIES

Here is a sample listing of Pinecrest-Queensway Community Health Centre volunteer opportunities. Please check off the program(s) you are interested in.

Please feel free to tell us what other areas may be of interest to you.

<p>Early Years Centre (daytime, weekends & evenings) Provide support to drop-ins for children ages 0-6 and their parents/caregivers. French & English.</p>	<p>Nursery School (daytime) Work with children ages 2½-5 years. Support with literacy program, games, arts and crafts, outdoor activities, field trips and making snack.</p>	
<p>School's Cool: (daytime from April to June) A learning readiness program supporting children, ages 3-5, to develop academic and self help skills to succeed in school.</p>	<p>Toy Lending Library (daytime & evenings) Provide support with registration, toy sanitization and toy assembly.</p>	
<p>Crescendo (daytime, Monday-Friday) Provide support to drop-ins for children ages 0-6 and their parents/caregivers at various locations.</p>	<p>Homework Club (evenings and afternoons) Provide academic support to school-age children and youth, grades 3-8. Various community locations.</p>	
<p>Administrative Support (daytime) Administrative support to various programs including word processing, assembling mail outs, data entry, filing, faxing and photocopying.</p>	<p>Leaping Lizards (daytime from Tuesday to Thursday) Work with children ages 4-6 focussing on education and recreational activities.</p>	
<p>Youth Programs (evenings and weekends) Programs: recreation, leadership skills, sports activities, art and dance for youth ages 12-19 United Sisters (evenings) Life skills, training, recreation, workshops and leadership development with girls ages 11-14.</p>	<p>Income Tax Clinics (evenings from February to April) Assisting community members in filling out their income tax returns. Training provided.</p>	
<p>Maintenance/General Repairs (daytime) Provide assistance with general maintenance, housekeeping and repair tasks.</p>	<p>Seasonal positions: (daytime, evenings, weekends) Flu Clinics, Christmas Exchange referrals, Diversity events, Backpack program, etc.</p>	
<p>Community Development: (daytime, evenings, weekends) Specific programs: Somali Youth Program, community house activities, food banks, art projects, community gardens, etc.</p>	<p>Millennium Learning Centre: (daytime) Provide computer coaching, assistance with job search and resume writing to individuals.</p>	
<p>Board of Directors (evenings, some weekends and daytime) Experience and Knowledge:</p> <ul style="list-style-type: none"> • Multicultural and diverse populations • Low income communities • High risk population (children, youth and adults) • Financial, legal and human resource experiences • Other Board participation 	<p>Pathways to Education: Youth Mentor and Tutor Program (evenings) To support youth by providing academic assistance and encouragement to high school aged youth.</p> <ul style="list-style-type: none"> • Subject Tutor (3 hours/per shift-Mon, Tues, Wed, and Thurs.) • Mentor (3 hours/per shift-Tues. and wed.) • French speaking mentors and tutors are needed. 	
<p>Other Interests. Please tell us what other areas may be of interest to you</p>		

Please check when you are available:

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Mornings						
Afternoons						
Evenings						

How many hours per week would you like to volunteer? _____

- Do you prefer to volunteer
- On a regular basis
 - Seasonal (two or three months)
 - Only for special events (A couple of times per year)
 - All of the above

How did you hear about the Pinecrest-Queensway Community Health Centre Volunteer Program?	
<input type="checkbox"/> From a friend	<input type="checkbox"/> Agency fairs
<input type="checkbox"/> Pinecrest-Queensway web site	<input type="checkbox"/> Volunteer Ottawa
<input type="checkbox"/> Community house coordinator	<input type="checkbox"/> Flyers
<input type="checkbox"/> School	<input type="checkbox"/> Early Years Centre
<input type="checkbox"/> Events and local forums	<input type="checkbox"/> Local newspaper
<input type="checkbox"/> Parents	<input type="checkbox"/> Health and counselling team
Other:	

Any additional information or comments that you would like to include?

Volunteer's Signature
 (If you are submitting this application on paper, please sign and date it.
 If you are sending it by e-mail, you will asked to sign it during the interview)

Date

Thank you for your time and cooperation in completing this form.

ALL INFORMATION IS CONFIDENTIAL.

Please return completed application form to Volunteer Services.

Email: m.rodriguez@pqchc.com

Fax: 613-288-3407



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