



VOLUNTEER APPLICATION PACKAGE



INTRODUCTION

Thank you for your interest in being a part of lifeline!

This application is an important part of our screening process in order to keep students safe and reduce the risk of abuse and inappropriate behaviours.

After completing this application, you'll meet with a member of the Lifeline Staff for an informal interview before being placed into a volunteer position.

Not everyone who applies to be a Lifeline Volunteer position is accepted. While we are thankful for all volunteers and believe that every good-hearted person has a place to serve, volunteering at Lifeline is quite different than volunteering in a soup-kitchen or animal shelter. Lifeline volunteers have a profound impact on the the students in our program and our primary concern is their wellbeing. With that in mind, some candidates may be disqualified from volunteering with us at the present time. Please understand in advance that not being accepted is not a reflection or a judgement on you, your abilities or your intentions. There are several reasons why applicants may not be accepted, the most common being the following:

1. Prior time-commitments that will conflict with Lifeline program hours (consistency is key!)
2. Personal immaturity (i.e.: we need volunteers who will mentor to adolescents, not act like adolescents).
3. Lifestyle example issues: drug and alcohol abuse and unhealthy/inappropriate sexual relationships are major issues facing todays teens, and they don't need mixed messages sent their way. Applicants should not only be prepared to set an example for students, but they should have a track-record that indicates stability in this area.
4. Criminal Record Check. You may be required to submit to an RCMP background check. Applicants with a background that suggests they may be a risk to minors will not be accepted.
5. Abrasive or difficult personalities: we're a team and we work as a team. There's no room for mavericks or those whose personalities would unravel the cohesiveness of our team. We use personal character references and interviews to make sure that our teams will be healthy and effective.

While I'm sure that this list of reasons for disqualification may look quite intimidating, I'm sure you can understand the importance of such high standards: teenagers let us into their world, let their guard down and give us the opportunity to speak into their lives. Their parents and teachers trust us to partner with them and shape the lives of their children. We are an important resources in our community! Please take some time to carefully fill out this application and I look forward to taking the next step with you.

Sincerely,

Ryan Morgan
Lifeline Director

EXPECTATIONS

Lifeline volunteers are the make-it-or-break-it factor of our programs. They guide, protect, encourage, and inspire students toward becoming everything that they can be. Being this kind of leader is a lot of hard work, and it may at times bring you very much into the public eye. In order to be effective, our leadership team has four key values.

Consistency: Students (and fellow volunteers!) need to know that they can count on you. From showing up prepared and on-time to staying level-headed in a crisis, we are looking for you to demonstrate consistency in character, in attendance, in attentiveness, and in lifestyle example.

Coaching: We believe in empowering students to take a hold of their lives. Far more effective than counseling or mentoring, we've adopted the Coaching approach as our key-skill for interacting with students. We will provide training and opportunities to help you grow in this important skill.

Modeling: The best way to teach is to model... and it's the most important way that we make an impact with students. We're committed to our own healthy development - to making good choices, leading productive lives, having a good attitude and setting goals - and we lead students to the places that we're going ourselves.

Servant-Leadership: There is a lot to do at Lifeline, and not enough hands to do it all. Leading is more about serving than it is about a position. A "can-do" attitude makes the difference between effective and ineffective - our leadership motto is "Here to serve!"

In addition to capturing these four values in your life, the following is a short list of non-negotiables we expect from all Lifeline volunteers, regardless of their role or capacity.

1. Demonstrate respect for the schools we serve in by complying with school policies and the direction of school administration.

2. Pursue opportunities to build relationships with students within our program. Show care and personal respect to students and treat them with dignity, always.

3. Communicate regularly and openly with Lifeline Staff. We NEED to know if you're going to be away, or if an incident has occurred. This is your responsibility!

4. Always maintain courtesy and professionalism in your role. Regardless of the circumstances, the following list of behaviours will NOT be tolerated:

- Screaming at or swearing at students
- Becoming violent or aggressive with students
- Flirting or having ANY sort of romantic involvement with students
- Giving a student or group of students unmerited preferential access to Lifeline resources
- Discriminating or prejudiced behaviour (for example, racist jokes)

5. Will ALWAYS disclose to my Lifeline Site-Director or supervisor if I have any concerns or gain any information that would suggest a student is in need of protection, including information about threats, imminent danger, abuse or past sexual abuse.

If you have questions or need clarification, please don't hesitate to ask - we'd be more than happy to discuss these expectations.

JOB DESCRIPTION

So what do Lifeline Volunteers *do* exactly? There are several different roles that volunteers can play within Lifeline. Here is a brief summary of each:

Lifeline Livingroom Volunteers facilitate the Livingroom program. This means food distribution as needed (snacks and RedCan items), setup, supervision and clean-up. But most significantly, it means getting to know students and serving as an available caring adult - even a mentor if the opportunity arises - so that every student has someone "outside the system" of their school they can turn to. Availability of caring non-parental adults is a key factor in helping students achieve.

Lifeline Bakers sign up on a rotation to help bake the 600 - 800 items per week that we distribute in Lifeline and at John Barsby's snack program. Roles include prep, baking and wrapping items.

Practicum Students are assigned to Lifeline roles through their school and fulfill their education requirements through their volunteer work with us. Practicum students use their skills and background to serve Lifeline students in a meaningful way. Practicum students who become Lifeline Volunteers through an agreement already in place between Lifeline and their institution (for example, VIU) do not need to fill out this entire application package, but are required to agree to and sign-off on the expectations and policies we have. A Lifeline Staff member will clarify which portions of this application are required for practicum students.

All volunteer appointments are **half-year commitments**. After the term ends, volunteers can choose to stay on the team (with no re-application needed) or move-on with no questions asked.

PRIVACY POLICY

In order to effectively evaluate your suitability for the role of a volunteer, we need to collect some detailed information about you, including, but not limited to, current contact information, medical information, life-history, educational background and in some cases a criminal background check. We understand the highly sensitive nature of this information, and every effort will be made to ensure its complete confidentiality.

The information we collect in this application will only be viewed by our organization (Lifeline / VertigoMovement) and our parent organization (ET FAMILY CHURCH), but may be shared with administration at John Barsby Community School and/or School District 68 at our discretion.

In all cases, all those who view your information will be informed of this privacy policy, which states that aside from that which has been previously noted, your information will be:

1. Shared with licensed medical professionals, including (but not limited to) nurses, paramedics, and doctors if necessary, such as in the event of a medical emergency.
2. Shared with law enforcement officials or attorneys hired as necessary, such as to ensure a proper and accurate criminal background check or to determine potential liabilities.
3. NOT be shared under any circumstances with any additional third-parties without your consent, unless required by law.

By signing this form, you acknowledge that you have read these terms and give consent for the information collected to be used in accordance with this privacy policy.

Authorized Signature

Date

APPLICATION

BASIC INFORMATION

Name:

Address:

City: Prov: Postal:

Phone:

Mobile:

email:

Birthdate:

How can we best communicate with you?

Facebook Email Phone

Do you "tweet"? We'd love to follow you....

Twitter ID:

Are you applying as a Practicum Student? If yes, at which institute?

Yes No

What is your program?

Have you read, and do you understand the expectations for Lifeline Volunteers?

Yes No

Do you have any questions about the expectations for Lifeline Volunteers that you need answered before moving forward?

Yes No

Do you agree to adhere to these expectations if your application is approved?

Yes No

(Please Sign Here)

EDUCATION / EMPLOYMENT INFORMATION

Currently I am... (Check the box that best describes your situation, if any)

Employed Full-Time Full-Time Student Part-time (Student or Employed) In transition Full-time Domestic

If applicable, what school do you currently attend?

If applicable, what is your current place of employment?

I would consider myself to be a(n):

Poor Student Average Student Good Student Exemplary Student
 Poor Employee Average Employee Good Employee Exemplary Employee

Educational History (list High-School and later ONLY, most recent first):

School	Location	Major / Focus:	Graduated?	Date

Please list any apprenticeships, certifications, licenses or other non-academic educational experiences:

VOLUNTEER EXPERIENCE

Organization	Dates	Area of Service	Specific Duty	Enjoyed it?

TELL US ABOUT YOURSELF...

Why are you interested in becoming a Lifeline Volunteer?

REFERENCES

Please provide two character references who can identify your strengths and weaknesses and describe your background. Use the space below. Only one reference can be a family member. **Please inform your references that we may be contacting them.**

Name	Phone	Relationship to You

SELF DESCRIPTION

Put a check beside the words that you feel best describe you. Cross out words that you feel least describe you.

- Trustworthy Dependable Active Compassionate Reliable Self-starter Punctual Flexible
 Laid-back Quick-thinker Spontaneous Decisive Teachable Team-player
 Humorous Thoughtful Solitary Leader Cautious Risk-taker Patient Reflective
 Honest Organized Creative Disciplined Faithful

MEDICAL INFORMATION

Do you have a medical condition or are you currently taking any medication prescribed by a doctor that could affect your involvement in Lifeline? Is there anything that other Lifeline staff should know about your medical history that would be critical in an emergency (for example, a severe allergy or a history of heart problems)?

- Yes (Please Explain) No

BACKGROUND INFORMATION

Do you have a criminal record?

- Yes No *If yes, please attach another sheet of paper and explain the circumstances.*

In the past 6-months have you used illegal drugs, including prescription medication that was not prescribed to you?

- Yes No *If yes, please attach another sheet of paper and explain the circumstances.*

Are you currently using illegal drugs or struggling with a substance abuse problem, an addiction to alcohol or anything else?

- Yes No

Have you ever been a victim of any form of child abuse?

- Yes No

If yes, have you seen a counselor or therapist?

- Yes No

VOLUNTEER ASSIGNMENT

Please indicate what part of Lifeline you're looking to be involved in


 Living Room Volunteer - Barsby Site
 Living Room Volunteer - Bayview Site
 Lifeline Bakery - Team Leader

COMMENTS

If there's any other comments you'd like to make, please write them below:

ACKNOWLEDGEMENTS

I, _____, have:
(Your Name Here)

- Been entirely honest in about everything I've been asked in this application form
- Completely read and understood the all of the information in this package, including the expectations and job description
- Completely and voluntarily agreed to live according to these expectations

... and so after thinking about this decision, I'm happy to say I can sign on the bottom line. I would like to serve as a volunteer at Lifeline, and request that my application be considered.

Signature

Date