

## **Frequently asked questions :**

### *1. What is the process on how to become a volunteer?*

For the potential candidate an interview will be arranged; he/she will learn about the Centre's programs and services, its mission in the community and available volunteer positions. The Volunteer Program Coordinator will explore your interests, skills and availability in order to find a good match. Candidates will be required to submit a police records check. The OCCRC will accept a current one for up to 12 months. A letter will be provided by the OCCRC to waive the fee for the police records check. Candidates will need to provide one reference: details will be discussed during the interview. Acceptance to the Centre will be determined by the outcome of the screening process.

### *2. How long does the process take before I can begin volunteering?*

The average time is 1 to 3 weeks; it depends on when the Volunteer Program receives the police records check.

### *3. When does the OCCRC do volunteer recruitment?*

The Volunteer Program recruits new volunteers throughout the year for specific positions, but generally has two annual periods of recruitment; from September to November and from February to May.

### *4. What if all the volunteer positions are filled?*

Certain programs at the OCCRC are in high demand such as the Food Bank; therefore, new volunteers want to support that program. The Volunteer Program Coordinator will ask if you wish to have your name on the waiting list. When a position becomes vacant then the Coordinator will call you and offer the position.

### *5. Does the OCCRC accept youth for their 40 hours High School community service requirements?*

Youth 13 years of age and up can fill a volunteer placement with the Centre during the summer months and depending on the positions available. Youth, 13 years to 15 years of age, need to be accompanied by an adult while performing their volunteer duties. Accompanying adults must comply with all the volunteering policies and procedures.

*6. Does the OCCRC provide training?*

The Centre will provide orientation, on the job training, ongoing training throughout the volunteer placement.

*7. If volunteering is not the right fit, what else is available?*

Make a donation: monetary donations are a great way to support the OCCRC. For more information, call 613-830-4357 to speak with the Fund Development & Marketing Coordinator or check out the Fund & Development Program on our website.

*8. How long will I have to commit for?*

Depending on the volunteer position, the OCCRC will usually ask for a commitment of 6 months of service. Successful matches will continue past that point. As a volunteer, you are free to leave whenever you like. Talk it through with the Volunteer Program Coordinator and give the OCCRC advance notice of your intentions.

Regular volunteered hours range from two to 4 hours weekly.