

Volunteer Handbook

Everything you need to know...

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Contact Info

Should you need to miss a shift, we request that you inform us as soon as you can; this way, we are able to schedule someone else to take your place if needed.

The appropriate person to contact with this information is listed below.

Shawna Bailey, Executive Director

(office) 705-737-3132

(email) epilepsysimcoecounty@rogers.com

Types of Volunteering We Offer

Below are the types of volunteering we offer at *Epilepsy Simcoe County* with some description:

Office volunteering

Helping with whatever is necessary (typical Administrative Tasks);

Can be - but is not limited to - cleaning, organizing, fundraising behind the scenes, etc.

Volunteering on the Board of Directors

Attending Board meetings on the first Tuesday of each month (typically 6pm to 7:30pm) to vote on important decisions and be part of guiding the organization

Bingo Shifts

Participate in a 2-hour Bingo shift on a Saturday (typically from 11am to 1pm) every few months

Assisting with various events and / or activities

We run various events throughout the year; these are kept updated on our website at epilepsysimcoecounty.ca

Responsibilities

We expect various responsibilities from our volunteers; please see the categories and descriptions below.

Dress Code

We ask that you wear clothes appropriate for the weather and specific activity that you are volunteering for. We also ask that you keep in mind that you are representing *Epilepsy Simcoe County* as an agency, so please choose clothing that allows people to consider you approachable, responsible, and presentable.

Tasks

When volunteering, we will often provide you with a list of tasks or duties that we would like you to do. We request that you make sure you are fully comfortable before performing a task, as we don't want any of our volunteers feeling nervous or uneasy (see the right of refusal below).

Privacy and Confidentiality

Upon becoming an in-office volunteer with *Epilepsy Simcoe County*, we require an up-to-date Police Check (with Vulnerable Sector Screening), in addition to the signing of a Confidentiality Agreement. All of this is to protect our clients, staff, Board members,

donors, and other information, and is in association with *Epilepsy Ontario's* bylaws. All of these items must be submitted prior to volunteering in our office.

Volunteers who wish to work only at events may not need to provide these documents; please check with our Executive Director to see what specifically is needed.

Harassment

Insulting and/or abusive behaviour or language will not be tolerated under any circumstances in any area of our agency, including volunteering. We ask that you refrain from behaving in such a way, and if you see any sort of this activity to report it to a staff member immediately. If an incident of such behaviour occurs (depending on the severity), you will receive a written warning. If the behaviour continues, you be prohibited from volunteering with us again.

The Right of Refusal

No volunteer will be placed in a position for which he or she is not fully qualified or comfortable. As a volunteer, it is your responsibility if you are assigned with such a task to let a staff member know of your refusal. We will then replace the task with something that you are able to do and find you a position that is right with you. However, we reserve the right as an organization to terminate the volunteer's relationship with the agency if a volunteer does not meet certain standards and / or needs.

Termination

If you decide to not volunteer with us again in the future, we ask that you provide advance notice and do not commit to any more volunteering shifts you won't be attending.

Notice can be made via a phone call, email, mailed letter, or in person.

All the information required to send notice has been listed below:

A: 72 Ross St #7, Barrie ON L4N 1G3

P: 705-737-3132

E: epilepsysimcoecounty@rogers.com

Thank You for Volunteering With Us

We would like to thank you for volunteering with us; it's individual's like you that help us keep our doors open and our events running.

Thank you once for making this possible.

If you have any further questions regarding volunteering, please don't hesitate to contact us.

You can do so at 705-737-3132, or epilepsysimcoecounty@rogers.com.

Warmly,

Shawna Bailey, Executive Director

Shawna Bailey, *Executive Director*

Epilepsy Simcoe County