

vhes



*The Victoria
Human Exchange
Society*



VOLUNTEER APPLICATION

Volunteer: _____

Date: _____

Some of these services may be currently filled, however, we can notify you when the ones(s) you are most interested in become available.

Office Support: File management, office organization, photocopying, faxing, computer work, forms production and creation, information research etc.

Computer Expertise: Ability to troubleshoot problems that we may have with society computers.

Financial: Accounting or Book-keeping skills.

Intake Screening Interviews: After period of appropriate orientation, to meet with prospective occupants at prearranged site and interview/complete paperwork for applicants, for forwarding to board members for further investigation and/or final decision.

House Facilitator: To assist with oversight/mentoring of a Society House as required, ie., visit the house once a week to check in with occupants, mediate disputes, receive and forward to society leadership pertinent information re: occupants, state of house/grounds, necessary repairs, state of supplies etc. Be available by phone for "crises management" in emergency situations that require outside intervention, and make appropriate notifications.

Crises Manager/Mediator: (Some type of previous experience/training preferred) To be available to attend to a Society House to mediate social/personal problems as they might arise.

Practical Supports (sometimes physical work)

Gardening / Yardwork: To maintain grounds/yards at houses to provide and enhance a pleasant, safe environment for the occupants and volunteers. May entail grass-cutting, weeding/edging of yards, planting of new garden areas, flowers, veges. etc. Tools would be provided.

Housecleaning Assistance: To assist with special cleaning projects, ie., terminal cleaning of room post occupant move out and preparation of room for new occupant. Laundering of large items ie., quilts, blankets, rugs etc. at available large washing machine to be provided (either at a house or a commercial Laundromat/funds provided). Steam cleaning of carpets (machine provided), vacuuming and other standard cleaning chores.

Assistance with Moving / Furniture Donation Pickup: Van/Truck/Station Wagon preferred. To assist moving occupant personal belongings out of houses to next accommodation, or moving personal belongings into our houses from other accommodations. To pick up and remove to houses or storage area, furnishings or other donations.

.../2

Page 2

Volunteer Application

Please Submit To: **The Victoria Human Exchange Society**
 Jo-Anne Layton or Patricia Fitzgerald
 PO Box 8534
 Victoria, BC V8W 3S1

Phone: **1-800-691-9366 (Outside of Victoria)**
 (250) 361-2762 (Greater Victoria Area)

Fax: **(250) 995-9239**

URL: www.humanx.org

Email: vhes@humanx.org vhesvic@vic@victoria.tc.ca
grandmas@saltspring.com

Date: _____

Name: _____

Birthdate: _____

Mailing Address:

Phone: Home: _____

Work/Cell/Pager: _____

Best Time To Reach You: _____

Sometimes other VHES Volunteers/ Facilitators contact our supporters with information or requests. May we contact you by phone, email or mail?

Yes: _____ **No:** _____ **I would prefer not:** _____

Primary Reason for volunteering - what do you hope to gain from this experience?

- _____ **Support the Victoria Human Exchange Society**
- _____ **Get out of the house / Meet people**
- _____ **Work Experience**
- _____ **Help Others**
- _____ **Fulfil Program or Practicum Requirement**
- _____ **Other:**

Other Current Activities:

_____ **Employed (Occupation/Hours)**

_____ **Retired**

_____ **Seeking Employment (Type)**

_____ **School (Name/Studies)**

_____ **Other Training**

_____ **Parenting (Children's ages)**

_____ **Other Caregiving (Specify)**

_____ **Other Agency Volunteering (Specify)**

.../3

Page 3

Previous Volunteer Work & Relevant Work Experience (attach Resume if applicable):

Languages (Spoken/Written):

What, if any, physical or health restrictions do you have?

Have you been referred by another agency or program?

Yes _____ No _____

Specify if Yes:

Skills & Experience

_____ **Familiarity with Greater Victoria area**

_____ **Familiarity with Victoria social / political community**

_____ **Familiarity with specific neighborhoods (specify)**

_____ **Writing / Editing**

_____ **Computer Skills**

- _____ Word Processing
- _____ Internet
- _____ Database
- _____ Graphics
- _____ Web Page Production
- _____ Newsletter Production

- _____ Graphic Design
- _____ Media Experience (TV, Radio, Newspapers)
- _____ Public Speaking
- _____ Group Facilitation
- _____ Photography
- _____ Other Info (Interests, Skills, Hobbies)

Other Information you feel would be pertinent to your application but not covered above:

Resources: Drivers License: _____ **Car Available:** _____

Truck/Van Available: _____ **Use of Computer:** _____

Volunteer Signature _____

Board Recommendations / Plan:

VHES Representative Signature: _____

Date: _____

EVERY MEETING OF PERSONS BE AN EXCHANGE OF LIFE'S GIFTS - A HUMAN EXCHANGE