



Inn Our of the Cold St Thomas Elgin

Volunteer Profile

Mission

Inn Out of the Cold is a program designed to provide shelter seven nights a week during the winter months which strives to respond, in a meaningful way to the needs of the most abandoned of our community's poor and homeless people. These needs include the basic physical needs of shelter, food and warm clothing, and deeply human needs of compassion, dignity and feelings of self-worth.

It is the aim of the program to enable all those involved to share their individual riches and poverties with one another. This interaction makes possible a discovery of our common humanity, which helps eliminate barriers and leads to the building of new and enriching relationships.

OBJECTIVE

To provide the homeless in our community with warm and safe overnight accommodation and nourishment within a quiet and welcoming atmosphere.

GUIDING PRINCIPLES

1. Our guests are to be treated with dignity and respect.
2. Our organizational principles will be as simple and non bureaucratic as possible consistent with a "welcoming atmosphere".
3. We are not here to preach or convert.
4. We welcome community involvement.



Inn Out of the Cold St. Thomas Elgin is funded in part by the United Way of Elgin-St. Thomas
CRA Charitable No. 807524467RR0001

INTERESTED??

Tell us a little bit about yourself:

Hobbies/Occupation

Name:			
Address:			
Street	Apt.	City	Postal Code
Contact/Phone:			
Home	Business	Email	
Emergency Contact:			
Name		Phone	

Reference 1	
Reference 2	
Name	Phone

Training

Non Violent Crisis Intervention	Date
First Aid/CPR	Date
ASSIST	Date
Other (please specify)	Date

PLEASE CHECK MAIN AREAS OF INTEREST

Are you available for emergency call in? ___YES ___NO

Duties	Responsibilities	Time (approx)	Call In
Kitchen Help	Cook supper, clean dishes, clean kitchen, serve dinner to Guests	5:30pm – 9pm	
Hospitality Crew	Interact with Guests, door monitoring, computers and games, setup hall and beds	5:30pm – 9pm or 11pm if needed	
Overnight Crew	Overnight watch, bed checks, closing	9pm – 8am	
Breakfast Crew	Cook breakfast, clean dishes, clean kitchen, serve breakfast, wakeup Guests	6am – 8am	

I AM INTERESTED IN VOLUNTEERING

Shift	Start Date:
Daily	
Weekly	
Monthly	
Other (please specify)	

ALL VOLUNTEERS MUST READ AND SIGN BELOW

I will respect the dignity and privacy of our Guests and will neither judge nor preach.

I understand the need to treat any information obtained in strict confidentiality.

I am willing to undergo a police records check should that be deemed necessary for my volunteer position.

Signature

Date

Volunteer Screening Policy

Policy Statement

Inn Out of the Cold is dependent on the energy and generosity of its volunteers, and will strive to minimize any risk associated with volunteering at the shelter. In order to do so, Inn Out of the Cold will implement an appropriate screening policy regarding all volunteers at the shelter.

The Screening Process

Volunteer screening is designed to ensure that volunteers take on the responsibilities that best suit them. The process attempts to isolate the risks related to specific volunteer positions, and establishes appropriate methods to reduce the risk. It is important to note that volunteers will be screened both before and during their involvement with the shelter.

Before Volunteer Selection

Determine the Risk – Each volunteer’s role and performance will be continuously evaluated to determine the level of risk, both to the volunteer and to others affected by the volunteer’s involvement. Inn Out of the Cold will make every effort to reduce or avoid risk. This may be done by any method deemed appropriate by the board of Directors, the Program Director or the Volunteer Coordinator.

Recruitment Process – Inn Out of the Cold will have a formal recruitment process in place. This process will be reviewed on at least an annual basis by the board of Directors. A formal volunteer application form shall be used and volunteers will be interviewed. Not all persons who apply to be volunteers may be selected.

The Selection Process

Application Form – All volunteers for Inn Out of the Cold will complete an application form. The form will ask only for information related to the

requirements of the volunteer position and may ask for permission to do reference checks. It may also include the requirement for a police records check.

Interviews – Prospective volunteers will be interviewed by a person appointed to do so by the Board of Directors. Interviews may be conducted in person, over telephone or electronic media, or by any other method deemed appropriate by the board of Directors.

Reference Checks – Volunteers of Inn Out of the Cold may be required to provide references. If references are required a signed release form must be obtained from the volunteer. The Volunteer Coordinator will be responsible for making all calls for reference checks.

Police Records Check – Police records checks may be a part of a comprehensive screening process for volunteers of Inn Out of the Cold. The Personnel Committee will be responsible for reviewing these police records checks.

Managing the Volunteer

Orientation and Training – Inn Out of the Cold will have orientation and training in place for every volunteer. The Volunteer Coordinator will ensure that volunteers receive adequate and specific training for their position. The Volunteer Coordinator will respond to any questions or concerns raised by the volunteer.

If a volunteer is unsatisfied with the orientation and training process, or has questions that have not been satisfactorily responded to, the volunteer may direct any resulting complaints to the Personnel Committee through the Volunteer Complaints Policy.

Supervision and Evaluation – All volunteers will receive adequate supervision and will be evaluated at regular intervals. Volunteers will be encouraged to provide feedback, suggestions and concerns for their position, at minimum on an annual basis.

Participant Follow Up – The Program Director and the Volunteer Coordinator will follow up with Guests and volunteers to ensure satisfaction with the volunteer service and to encourage suggestions.