



Volunteer Application Guidelines

June Callwood Centre for Women and Families

Mission Statement

Our mission is to nurture the healthy development of pregnant youth, young parents and their children.

Guiding Principles

- We provide comprehensive, accessible services for pregnant youth, young parents and their children.
- We provide opportunities for pregnant and parenting youth to exercise individual choice, experience personal empowerment, resolve problems successfully and move toward adult independence.
- We are committed to feminism, anti-discrimination, accessibility, anti-oppression and positive social change in every aspect of our structure and functioning.
- We take a supportive, respectful, anti-discriminatory approach to service delivery.
- We work towards systemic social change designed to promote equity, fairness and respect towards children and youth.

The June Callwood Centre for Women and Families is a pro-choice organization that supports a woman's right to make choices about her sexual health and pregnancy options.

Our agency's mission statement is revisited periodically. When changes take place, the rationale will be presented and explained to volunteers who will be expected to commit to aligning their actions with the new mission statement.

PHILOSOPHY OF VOLUNTEER PROGRAM

At the June Callwood Centre for Women and Families, our volunteers are activists. Inspired by our guiding principles, they strive to make positive change in their community by committing time, skills and knowledge to help nurture the healthy development of pregnant young women, young parents and their children.

Volunteers enhance the strength and capacity of the programs we deliver to pregnant young women and their families. The time and effort volunteers contribute provides support to our staff, enabling them to be more effective in their work. Sharing special gifts and talents, our volunteers provide a variety of services that otherwise June's Centre would not be able to offer and participants may not be able to access.

The Volunteer Program strives to recruit and retain volunteers reflecting the diversity of the communities we serve in the Greater Toronto Area. Through a mutual commitment to the principles of anti-oppression and feminism, volunteers will work collectively with staff, students and board members to end oppression based on sex, race, class, age, gender identity, sexual orientation, ability, and spirituality.

A volunteer placement provides rare opportunities to engage with the issues surrounding pregnancy in youth and young parenting. Volunteers will experience firsthand our agency's uniqueness: how we work with young parents and why we approach challenges as we do. As volunteers gain this perspective, they become advocates, educators and ambassadors of June's Centre. Their activism in the larger community enhances our work of making the world a safer, healthier place for young parents and families.

Our Commitment to Volunteers

- Volunteers are respected, valued and recognized for their contribution of time, skills and knowledge.
- Volunteers are placed in clearly defined roles based on their capabilities and interests.
- Volunteers are provided with the appropriate orientation, training and supervision and feedback required to fulfill the role in which they are placed.

VOLUNTEER CODE OF CONDUCT

The Code of Conduct for volunteers is designed to guide volunteers in being successful in their volunteer placement and to approach their work from a feminist, anti-oppressive, anti-racist, pro-choice and social justice approach.

Volunteers at June's Centre will:

- Support a woman's right to make informed choices about her health and pregnancy options
- Recognize a woman's right to self-determination
- Recognize issues and barriers related to pregnancy in young women and young parenting
- Commit to creating a thriving community by working cooperatively with families, staff, students, board members and other volunteers of all races, classes, ages, gender identities, sexual orientations, abilities and spiritualities
- Be open to challenging personal biases
- Maintain healthy boundaries with participants and their families
- Respect the need for confidentiality with participants, families, volunteers & staff in compliance with the June's Centre confidentiality agreement
- Create a safe space for participants by approaching your work from an encouraging and non-judgemental perspective
- Recognize you are in a position of trust and act responsibly
- Maintain appropriate hygiene practices
- Recognize that you have made a commitment to the centre and that delivery of services requires the fulfillment of this commitment.
- Arrive on time for shifts, appointments and training sessions and contact your supervisor if late or absent.
- Meet the commitment criteria agreed upon in the volunteer placement contract
- Abide by policies and procedures specific to the volunteer program area

Screening Procedures and Instructions

Regular volunteer screening consists of:

1. A staff review of application forms, including signed agreement that volunteer has read the Application Guidebook and will abide by the Volunteer Code of Conduct and Mission Statement
2. A interview process
3. One reference check
4. Submission and evaluation of the results of a Vulnerable Sector Police Reference Check with the candidate's local police service
5. A completed health check
6. A probationary period of six months for each role undertaken at June's Centre
7. The ongoing review of the volunteer's fit for the role

For more information or questions on volunteer screening please contact the Volunteer Program Coordinator.

Police Reference Checks

The June Callwood Centre for Women and Families provides services to vulnerable persons (ie those who, due to age, disability, social circumstances etc, are dependent on others or are at greater risk than the general population of being harmed by person in positions of authority relative to them). It is our utmost duty and privilege to care for their well-being and safety in a responsible and secure manner. June's centre has a ethical and legal responsibility to the families that use our programs and services, the people who provide those programs and services and to the community at large.

All people who volunteer regularly at June's Centre are required to consent to a Vulnerable Persons Police Reference Check. June's Centre will not accept volunteers who refuse to comply with this request.

Candidates who reside in localities outside Toronto (postal code beginning with "L"), will conduct police reference checks for vulnerable persons with their local/regional police service and return the original results to the Volunteer Program.

Obtaining a Police Reference Check for all regular volunteers is considered a prudent measure as one element of a volunteer screening procedure and is used widely by most volunteer agencies serving children and other vulnerable people. A police reference check is only one element of screening for volunteers.

Health Checks

Volunteers at the June Callwood Centre for Women and Families are expected to complete and submit a health check before the end of their first month of employment, volunteer work or student placement. The purpose of the health check is to protect all staff, volunteers, students, participants and their children from the spread of preventable/detectable communicable diseases. The Health Check policy is in compliance with the Day Nurseries Act, Section 62.

As recommended by Toronto Public Health (the local medical officer of health) June's Centre encourages all staff, volunteers and students to have the following:

- Tuberculosis skin test (followed by chest x-ray if skin test results positive for TB)
- Vaccinations or proven immunity against the following communicable diseases:
 - Primary series of Diphtheria and Polio
 - Tetanus
 - Pertussis (Whooping Cough)
 - Measles
 - Mumps
 - Rubella
 - Chickenpox

The June Callwood Centre for Women and Families works from a pro-choice philosophy and therefore volunteers are encouraged to make an informed choice about immunization. If a volunteer decline immunizations for reasons of conscience, religion or for a documented medical reason, the volunteer will have to sign a Statement of Immunization Decline. This approach is in keeping with Section 62 (2) of the Day Nurseries Act.