



## Steps to becoming a Volunteer:

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### **Volunteer Opportunities**

Potential volunteers are encouraged to approach Silverheights Neighbourhood Association to inquire about volunteer opportunities. Volunteers are able to explore opportunities by coming into the office and picking up a detailed list, they can check out our website, or call and speak to a staff.

### **Application**

Once they are informed about volunteer opportunities available at Silver heights Neighbourhood Association, they are able to make an informed decision about whether or not they would like to volunteer.

### **References**

Along with completing a volunteer application form volunteers will also be expected to provide three references; which must consist of 3x individuals who are non-relative and over the age of 18. **Please ensure the proper information is given, as the volunteer coordinator will follow up with all references.**

### **Interview**

Once the volunteer has handed in the completed paperwork we take a few minutes to meet and chat. The interview provides us an opportunity to get to know the volunteer and their interests, knowing this allows us to place the volunteer in the best suited position for them. The interview also allows the volunteer to ask us any questions.

### **Placement & Schedule**

During the interview, opportunities are recommended to the volunteer. Volunteers are asked if they would like to be informed of further opportunities via email. Emails are sent out approx. a week before an event or activity and they are to respond if they will be attending. This system allows volunteers to continuously be informed about opportunities and they are able to pick and choose what fits into their schedule.

### **Training**

During the interview a volunteer will receive an orientation and basic training; however the majority of training is done on site by their direct supervisor or staff on duty.

Silverheights Neighbourhood Association

**Volunteer Coordinator**

P: 519-249-1200 E: [volunteering@silverheightsneighbourhood.com](mailto:volunteering@silverheightsneighbourhood.com)

15 Baldwin Drive, Cambridge, ON, N3C 0G1



## Instructions on obtaining Police Record Check for Volunteers 18+

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### 1. You can either:

Apply online at: <http://www.wrps.on.ca>,  
select online services, then select online  
record checks

### OR

Visit in person at:  
Waterloo Regional Police Headquarters  
200 Maple Grove Road, Cambridge  
Phone 519.653.7700  
Monday through Friday 7:30am-7:00pm

- Two pieces of identification are required.** One must be photo identification, and one must show your current address. The following can be used as identification: driver's license, photo health card, birth certificate, student card, passport, or citizenship card.
- The fee is \$10 if you present the Silverheights Neighbourhood Association volunteer letter that was provided to you. The fee is \$25 dollars without a letter. Please request a receipt. \* Note :the Waterloo Regional Police Headquarters has debit.
- The Police Department will call you once the check has been completed (expect to wait approximately 3 weeks). You must pick up the PRC from the police station with the same two pieces of identification. Note: the Waterloo Regional Police Headquarters on Maple Grove Road, Cambridge – has been known to have an immediate turn around (20 minutes). \*Provided there are no complications, busy times, etc.
- Bring the yellow Police Check, and your receipt into the Silverheights Neighbourhood Association office to be reviewed by the Volunteer Coordinator. Arrangements will be made to reimburse the cost of your police check once you have started your volunteer position.

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