

# Information Booklet

The



Program

# VOLUNTEERS

The  Program

Dear Volunteer Applicant,

Spring 2010

On behalf of the Sidekicks Mentoring Program, I would like to convey my appreciation for your interest in becoming a volunteer with the Sidekicks Mentoring Program. St. Albert has a need for mature and responsible role models for its youth and the Sidekicks Mentoring Program was developed to help fulfill this need. Many past volunteers have discovered that the giving of their time, energy and commitment benefits the children and volunteers, as well as their families and the community.

As the Sidekicks Program Coordinator, it is my job to assist in all phases of the screening and volunteer placement process and throughout any challenges, you may encounter. I look forward to meeting with you in the near future in order to proceed with the interview and screening process.

The screening process begins with this information booklet and application. This booklet is designed to answer any questions that you may have in regard to the Sidekicks Mentoring Program and our screening process. Please read it very carefully.

I look forward to hearing from you soon. Thank you again for your interest in the Sidekicks Mentoring Program. If you have any additional questions, please feel free to contact me at 459-6666.

Sincerely,

Peggy Gilchrist  
Sidekicks Mentoring Program Coordinator

## **WHAT IS SIDEKICKS?**

The Sidekicks Mentoring Program is a program of the Community Information and Volunteer Centre. We match community volunteers to school-aged children between the ages of 6 to 16. The goals of Sidekicks are to provide these children with positive mentors and role models to be their friends.

The children who are part of Sidekicks are often from single parent, low-income families and may have a mental or physical disability. Or they may just need a friend. By providing them with a mentor, Sidekicks hopes to improve their self-esteem and confidence. The clients of the Sidekicks program have diverse backgrounds and alternative life styles. The volunteers that we accept must realize these facts and be non-judgmental. However, if a volunteer were uncomfortable with a particular family situation we would match them with a child and family who they would be comfortable with.

Sidekicks is also a support program for the St. Albert families that we serve. We provide opportunities for the families to network and increase their support base, as well as chances to get involved in the community through group events & activities that all the members can participate in.

## **HOW CAN YOU GET INVOLVED?**

The Sidekicks Mentoring Program offers three volunteer positions;

The first position, and most common, is the Sr. Sidekicks Mentor. This position is for individuals over the age of 16 who want to be matched one to one with a child. Volunteers between the ages of 16 and 18 are called Peer Mentors and are matched to children between the ages of 6 and 12. Sr. Sidekicks Mentors can also volunteer as couples or families. This is an opportunity for families to volunteer together. Sr. Sidekicks are crucial in meeting the goals and mission of the Sidekicks Mentoring Program.

If being matched with one child and committing to weekly activities is more commitment than you are looking for as a volunteer, you can be a Sidekicks Group Mentor. Group Mentors assist the children, families and Program Coordinator at activities. They are mentors to all the children in the program, and their families as well as additional supervision and support. Group Mentoring activities are approximately one to two times a month and usually on the weekends. Group Mentors are instrumental in the delivery of fun and safe activities for the members of the program.

Sidekick also offers volunteer opportunities as a Sidekicks Activities Team Member. The members of this team assist in the planning, organizing and implementing of the activities, events, fundraisers and programs that Sidekicks offers. Activities Team Members work with other volunteers, the Program Coordinator and community sponsors to provide fun and educational events for the members of the program, community awareness and volunteer recruitment. Sidekicks Activities Team Members are integral to the success of the Sidekicks Mentoring Program.

Included in this manual are the job descriptions for all three volunteer positions. Read them over carefully so that you can make the best choice of positions based on your personal life, time allowance and on what you hope to gain from working with the Sidekicks Mentoring Program. Please remember that you are not limited to participating in the program in one capacity. If you would like to be involved in the program in all aspects, you would truly enjoy your experience and get so much more out of your volunteer involvement.

## **WHO DO YOU CONTACT?**

The **Sidekicks Mentoring Program Coordinator is Peggy Gilchrist**. If you ever have any questions or concern regarding the program, your application, or involvement, call or send an email to Peggy and she would be happy to assist you.

The contact information for Sidekicks is:

**SIDEKICKS MENTORING  
#10, 215 CARNEGIE DR.  
ST. ALBERT, AB T8N 5B1  
ATTN: PEGGY GILCHRIST**

**PHONE: 459-6666 FAX: 460-1365 EMAIL AT [Sidekicks@stalbertcivc.com](mailto:Sidekicks@stalbertcivc.com)**

## **I'M INTERESTED IN APPLYING, WHAT NOW?**

For the protection of both the volunteer and the client it is necessary to have an extensive screening process. Proper screening is important to ensure that you have chosen the right volunteer position and that you are the right person for us. We want to ensure that you will have a positive volunteer experience.

### **SIDEKICKS MENTORING CONFIDENTIALITY POLICY**

Confidential information acquired as a result of contact with individuals in a relationship, family or friendship group will be respected and safeguarded.

- Members will not disclose information that one person has requested be kept confidential from a partner, family member, or friend.
- Members will not disclose to family member's or friend's information that would be considered confidential even if not specified as such by the client.
- Family member's who request privileged information regarding a person known to the agency will be directed back to the individual
- Disclosure of privileged information may occur with the informed consent of the person who gave the information in confidence.
- When a client consents to have confidential information disclosed, members are able to release information that pertains to the consenting person only. The privileged communication regarding all other members of the family must continue to be respected.
- Relevant policy will be shared with the members.
- Volunteers will sign a confidentiality agreement
- Information that is disclosed that pertains to the safety of members in the program should be reported to the Program Coordinator even if the information is considered privileged.

## THE VOLUNTEER SCREENING PROCESS

- ✓ Carefully read through this booklet.
- ✓ Completely fill out the application form. *When answering, please be as detailed as possible; do not use one-word answers.*
- ✓ Mail, fax or drop off your application to the Sidekicks office. *(See contact info pg. 2)*
- ✓ Once your application is received, we will contact your references and call you to schedule an interview.
- ✓ The interview will last approximately one hour and is done at the Sidekicks office.
- ✓ Please bring your **drivers license, Alberta Health Care Card** and a **copy of proof of your car insurance** (if applicable).
- ✓ After your interview, you will be asked to complete a criminal record check (CRC) and child welfare check (CWC). You will need to **mail the CWC** with a photocopy of 2 pieces of ID and will have to **go to the RCMP station** with a letter from the program to get your CRC.  
**\*\*\* Note: Both forms will be returned to the applicant \*\*\***  
**It is the applicant's responsibility to bring them into the Sidekicks office**
- ✓ Once all your forms are collected and returned to the Sidekicks office, we will then review your information and determine if Sidekicks is appropriate for you.
- ✓ If you are accepted, we will arrange an orientation meeting at which time you will receive your orientation manual.

### CHILD WELFARE CHECKS

When you receive your form after your interview, mail your **completed form** and a photocopy of **two** pieces of **\*\*I.D.** to;

Ma Mowe Capital Region  
Child Welfare Support Services  
3<sup>rd</sup> Floor, 12308-111 Ave.  
Edmonton, AB T5M 2N4

Phone: 427-2250

\*\* **One** of these: Driver's License, Passport, school (picture), Status Card  
& **One** of these: Proof of Citizenship, Alberta Health Care, SIN, Birth Certificate

## Senior Sidekicks Mentor Job Description

**JOB TITLE:**

Senior Sidekicks Mentor

**TIME COMMITMENT:**

Minimum 1 yr. / 3 - 4 hours weekly

**SUPERVISOR:**

Sidekicks Coordinator

**PURPOSE:**

To provide a St. Albert youth a positive mentor, role model and friend. To spend time with them on a weekly basis in fun, safe and quality activities of mutual interest and to attend Sidekicks events together.

**AREAS OF RESPONSIBILITY:**

- The protection, safety and well being of the Jr. Sidekick when on outings with them.
- To represent the Sidekicks Mentoring Program in a positive way.
- Spend time on weekly, prearranged activities with a Jr. Sidekick (boy/girl 6-16 yrs. old).
- Maintain the highest level of confidentiality with personal information shared about the Jr. Sidekick and his/her family, by the Program Coordinator, the child or the family. Exception: child's immediate safety is at risk.
- Plan safe, fun & quality outings with your Jr. Sidekick.
- Be a mature, responsible role model, mentor and friend to your Jr. Sidekick.
- Keep open communication between your Jr. Sidekick, their family and the Program Coordinator.
- Maintain (\$2,000,000) liability and personal injury insurance on a roadworthy vehicle (if applicable).
- Submit evaluations on the match every three months. Discuss your match on a regular basis with the Program Coordinator and maintain an accurate record of volunteer hours.
- Attend and support other Sidekick matches at scheduled group activities with your Jr. Sidekick.
- Contact the Program Coordinator if any problems arise that you aren't able to handle.

**TRAINING (mandatory):**

- Sidekicks Mentoring Program Orientation Manual and review
- On-the-job training with resources and support provided by the Program Coordinator.
- Sexual Assault Awareness workshop, group training sessions as scheduled.

**EVALUATION:**

The volunteer's job performance will be formally every three months and informally on an ongoing basis. Clients will also provide match evaluations every three months and at the end of a match.

**QUALIFICATIONS:**

- Minimum age of 16.
- Successfully complete the screening process for a Sidekicks Mentor.
- Genuine fondness of and ability to relate to children.
- Good communication skills, patience, tact and empathy for children.
- Tolerance of alternative family lifestyles without being judgmental.
- Ability to work independently to plan and follow through with weekly activities.
- Valid drivers licence, (\$2,000,000) liability insurance and a road worthy vehicle or alternative transportation.
- Reliable, mature and a positive role model and mentor for a child.

## Sidekicks Group Mentor Job Description

**JOB TITLE:**

Group Mentor

**TIME COMMITMENT:**

Varied

**SUPERVISOR:**

Sidekicks Coordinator

**PURPOSE:**

To provide St. Albert's youth with a positive mentor, role model and friend. To provide fun, safe and supervised activities for the youth to participate in and learn from.

**AREAS OF RESPONSIBILITY:**

- Attend, supervise, assist and support Sidekick matches, the clients and Program Coordinator at scheduled group activities.
- Maintain the highest level of confidentiality with personal information shared about the clients and volunteers, by the Coordinator, the child or the family. Exception: child's immediate safety is at risk.
- Be a mature, responsible role model, mentor and friend to the Jr. Sidekicks.
- Represent the program in a professional manner.
- Discuss activities and progress of your involvement in the program with the Program Coordinator.
- Maintain a level (\$2,000,000) liability and personal injury insurance on a roadworthy vehicle (if applicable).
- Maintain accurate records of volunteer hours.

**TRAINING (mandatory):**

- Sidekicks Mentoring Program Orientation Manual and review.
- On-the-job training with resources and support provided by the Program Coordinator.
- Sexual Assault Awareness workshop, group training sessions as scheduled.

**EVALUATION:**

The volunteer's job performance will be formally evaluated annually and informally on an ongoing basis.

**QUALIFICATIONS:**

- Minimum age of 14.
- Successfully complete the screening process for a Sidekicks Group Mentor.
- Genuine fondness of and ability to relate to children.
- Good communication skills, patience, tact and empathy for children.
- Tolerance of alternative family lifestyles without being judgmental.
- Ability to supervise and work with a group of children.
- Ability to work as a team and follow direction.
- Valid drivers licence, (\$2,000,000) liability insurance and a road worthy vehicle or alternative transportation.
- Reliable, mature and a positive role model and mentor for children.

## Sidekicks Activities Team Member

**JOB TITLE:**

Activities Team Member

**TIME COMMITMENT:**

Varied

**SUPERVISOR:**

Sidekicks Coordinator

**PURPOSE:**

To help plan & provide fun, new and educational activities, events and programs for the youth, volunteers and families in the Sidekicks Program to benefit from. To acquire sponsors, funds, promotion and community awareness of the program.

**AREAS OF RESPONSIBILITY:**

- Work with others to plan, organize and implement fun, new and educational activities, events and programs for the Sidekicks members.
- Develop and assist in fundraising, promotion, and volunteer recruitment and recognition activities.
- Obtain and thank community sponsors and keep accurate records of communication with sponsors and donations received.
- On going communication with the Program Coordinator regarding volunteers actions.
- Represent the program in a professional, mature and positive manner.
- Maintain the highest level of confidentiality with personal information shared about the sponsors, clients and volunteers, by the Program Coordinator, the child or the family. Exception: child's immediate safety is at risk.
- Contact the Program Coordinator if any problems arise that you feel you are unable to handle
- Maintain accurate records of volunteer hours.

**TRAINING (mandatory):**

- Sidekicks Mentoring Program Orientation Manual & review.
- On-the-job training with resources and support provided by the Program Coordinator.

**EVALUATION:**

**The volunteer's job performance will be formally evaluated annually and informally on an ongoing basis.**

**QUALIFICATIONS:**

- Minimum age of 14 (18 for bingo fundraisers)
- Successfully complete the screening process for a Sidekicks Activities Team Member.
- Good organization, communication and planning skills.
- Professional, creative and people oriented personality.
- Tolerance of alternative family lifestyles without being judgmental.
- Ability to work independently, as a team, with the community, children and other volunteers