

Information Booklet

The



Program

VOLUNTEERS



Dear Volunteer Applicant,

January, 2012

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 Director, 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,

Lorraine Berard Gerling
Sidekicks Mentoring Program Director/Caseworker

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 and 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 Director 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.

Sidekicks 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 Director, 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 Director/Caseworker is Lorraine Berard Gerling**. She has a background in Volunteer Management and extensive education and experience in mentoring, working with youth and volunteering. If you ever have any questions or concerns regarding the program, your application, or involvement, call or send an email to Lorraine 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: LORRAINE BERARD GERLING

PHONE: 780- 459-6666 FAX: 780-460-1365 EMAIL: 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 Caseworker 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 information page 4)*
- ✓ 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 Community Information and Volunteer Centre.
- ✓ Please bring your Driver's 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 Intervention Record Check.
- ✓ For the **Criminal Record Check*** you will be required to drop off a letter verifying that you would like to volunteer with Sidekicks to the St. Albert RCMP station. At the station you will be asked to complete the Criminal Record Check.
- ✓ For the **Intervention Record Check*** we will have the form at the interview and you will need to bring 2 pieces of ID:

<p><u>One of these:</u></p> <p>Driver's License Passport School ID (picture) Status Card</p>	<p>and</p>	<p><u>One of these:</u></p> <p>Proof of Citizenship Alberta Health Care SIN Birth Certificate Professional ID (Engineer/Teacher) Senior Card Blue Cross FAC license</p>
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***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.

I was told I need an Intervention Record Check. What is it?

A child intervention record check, or child welfare check, is a review to determine whether an adult has an existing intervention record with Human Services, which indicates that the person may have caused a child to be in need of intervention as defined by the *Child, Youth and Family Enhancement Act*.

An intervention record check is required for any person applying to adopt or foster a child, and for those being approved as kinship care homes or may be required for any person applying to provide services to children in the administration of the *Child, Youth and Family Enhancement Act* or to work with children in another capacity.

A person requesting an intervention record check must complete and sign an Intervention Record Check form which provides their consent to examine child intervention records to determine if they have caused a child to be in need of intervention. The completed form must be presented to an office of Children and Youth Services to complete the record check.

The results of the intervention record check is provided only to the person requesting the intervention record check and will not be provided to any other person. Information provided for an intervention record check is provided under the authority of the *Child, Youth and Family Enhancement Act* and is in compliance with the *Freedom of Information and Protection of Privacy Act*.

Senior Sidekicks Mentor Job Description

JOB TITLE:

Senior Sidekicks Mentor

TIME COMMITMENT:

Minimum 3 Months/ – 2 hours weekly

SUPERVISOR:

Sidekicks Caseworker

PURPOSE:

To provide a St. Albert youth with a positive mentor, role model, and friend. To spend time with them on a weekly basis in a fun, and safe environment; participating in 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.
- Participating in prearranged activities with a Jr. Sidekick (boy/girl 6-16 yrs. old) on a weekly basis.
- Maintain the highest level of confidentiality with personal information shared about the Jr. Sidekick and his/her family, by the Caseworker, the child, or the family. **Exception: child's immediate safety is at risk.**
- Plan safe, fun, and 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 Caseworker.
- 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 Director/Caseworker, 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 Director/Caseworker 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 Director/Caseworker.
- 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 Caseworker

PURPOSE:

To provide St. Albert's youth with a positive mentor, role model, and friend. To provide fun, safe, and supervised learning activities in which the youth can participate.

AREAS OF RESPONSIBILITY:

- Attend, supervise, assist, and support Sidekick matches, the clients, and Program Director at scheduled group activities.
- Maintain the highest level of confidentiality with personal information shared about the clients and volunteers, by the Caseworker, 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 Director/Caseworker.
- 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 Sidekicks Caseworker.
- 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 Caseworker

PURPOSE:

To help plan and 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, 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 Director 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 Caseworker, the child, or the family. **Exception: child's immediate safety is at risk.**
- Contact the Caseworker 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 Sidekicks Caseworker.

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