

## **Volunteer FAQs**

I. How do I apply for a volunteer opportunity? Detailed information, application process and application deadlines can be found at <u>https://induscs.ca/volunteer/</u> and click on <u>Application Process</u> for complete details.

Do I need to submit an application or a resume to volunteer?
Yes, both application and resume are required. Please refer to the <u>Application Process</u> section.

3. What to do if I am having trouble applying to a volunteer opportunity? If you are experiencing issues applying for any volunteer opportunities, please contact <u>volunteer@induscs.ca</u>

4. What volunteer opportunities are available?

A current list of volunteer opportunities available along with the position description can be found in the <u>Application Process</u> section.

5. What is the timeline and process after I submit my volunteer application? Due to the high volume of applications, it will take between 5 – 10 business days for our Volunteer Services Coordinator to contact you, once your application has been received. Once you are contacted, our screening process generally takes 4 - 6 weeks to complete.

6. How many and what type of references am I required to provide? Please provide us with two non-family references (teacher, coach, employer, past volunteer organizations and professional references) we may contact to verify information regarding your application. Your volunteer placement cannot begin until references have been verified.

7. What will I be able to contribute as a volunteer?

You can use the skills you already have and develop new skills to help the community. Some examples of volunteer opportunities are friendly visiting, program volunteers, community connections volunteers to name only a few.

8. How much time is required to volunteer?

Due to the nature of our programs and services, we require a minimum commitment of 4 months.

9. What skills are required to volunteer?

There are some general and specific skills required for each position. Please refer to the position descriptions in the <u>Application Process</u> section.

Services for Newcomers, Seniors, Women and Families

Locations to serve you in Mississauga, Brampton & Oakville

HEAD OFFICE 3038 Hurontario Street, Suite 206 Mississauga, ON L5B 3B9 Phone: 905-275-2369 Fax: 905-275-6799



I0. If I have to visit clients, is mileage or bus tickets provided?
Most transportation costs for volunteers are reimbursed, e.g. bus tickets and mileage. Please contact volunteer@induscs.ca for further details.

II. What is the minimum age to volunteer? Age requirements will vary with the type of volunteer position. Please review the position descriptions in the <u>Application Process</u> section.

12. Do I need to have a Police Check to volunteer? Who pays for it?

If you are volunteering with vulnerable groups such as children and seniors, you will require a Police Vulnerable Sector Check. Generally, the volunteer pays for the Police Check and reimbursement is dependent on funding criteria, please check with the Volunteer Coordinator for specific police check requirements position requirements at <u>volunteer@induscs.ca</u>

13. Will I get a letter of reference after I volunteer? A letter of reference will be provided to the volunteer upon written request after the completion of the minimum volunteer commitment.

14. Our company would like to volunteer with Indus, how can we do this? For corporate volunteering please contact volunteer@induscs.ca for further details and available opportunities.

15. Will volunteering lead to employment at Indus Community Services? Volunteering does not guarantee you a job with Indus Community Service. However, volunteering helps you build your networks, gain new skills, enhance your resume and support your community.

16. What type of training will I receive from the agency? In addition to the mandatory orientation and online training, position specific training will also be provided.

I7. Are there any professional development opportunities available?Volunteers engage in quarterly sessions throughout the year, out of which one or two sessions may include professional development opportunities.

18. Is a placement equivalent to volunteering?

Student placements are not equivalent to voluntary placements. Student placements are required for school/course completion, and are offered to students enrolled in an accredited post-secondary institution. Please refer to the <u>Students Placement</u> sections for more details.

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