



Process for **Becoming a Volunteer** with **The Salvation Army Community Services (Calgary)**

Thank you for your interest in volunteering with The Salvation Army Community Services (Calgary). We truly appreciate those who want to reach out to those we serve and become a part of our team.

The process for becoming a volunteer with Community Services (Calgary) is:

- Attend a Volunteer **Information & Orientation Session** which is approximately 2 hours in length. Sessions are scheduled regularly and are normally held at The Salvation Army Centre of Hope starting at 1:00 pm on scheduled Saturdays.
- At the end of the session you will be asked to complete an application and your information will be entered into our Volunteer database. This will enable you to volunteer at Special Events when help is needed. Volunteer requests for these events are sent out via e-mail.
- If you wish to volunteer with a particular program, you may respond to any volunteer posting. You will be given information about where to find these postings at the Information & Orientation Session.
- To respond to a posting contact the person listed on the posting to request an interview. At the interview the program staff will discuss the needs of the position and the skills required. They will determine if you have the qualifications required and you can decide if the position is a good fit for you also.
- Once a placement is agreed upon the supervisor will inform Volunteer Services. Someone from Volunteer Services will contact you directly to arrange an intake appointment.
- At the intake appointment we will review all the necessary paperwork, policies and procedures with you and complete the necessary screening for the position.

✚ The screening requirements are determined by the position and are listed in the position description.

Screening processes may include:

- Reference Checks – we do ask for three references
- Police Check with a Vulnerable Sector Search
- Child Intervention Check (this is for volunteers who will be in contact with minors)
- The Salvation Army – Applicant for Working with Children, Youth and Vulnerable Adults
- Reading of our Abuse Prevention Manual
- Completion of training – Armatus Online Abuse Prevention Training

Please contact Volunteer Services at 403-410-1107 to book a spot at the next available orientation.

Once again, thank you for your interest in the work that we do and we look forward to meeting you in person.

The Salvation Army
Community Services (Calgary)
Volunteer Services
403-410-1107
volunteer.services@salvationarmycalgary.org

