YMCA of Northern BC

Building healthy communities

Department Coordinators will determine the volunteer needs specific to their department each month

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Current job postings are updated monthly where candidates can view current volunteer opportunities

(If the deparment of preference is not posted, check back regularly)

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Applicants apply to the posting of interest by filling out the volunteer application to the Volunteer Coordinator

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Volunteer Coordinator recieves applications by closing date and screens the applications for eligibility

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The Volunteer Coordinator will contact the successful and unsuccessful applicants within one week of the closing date

(If there is no closing date, contact will be made within one week of the application being recieved)

Sucessful candiates will schedule an interview date within one week

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The successful applicants will meet with the Volunteer Coordinator individually for an hour and a half interview during which the volunteer will review neccesary policies and complete necessary paperwork.

The Volunteer Coordinator will provide the applicant with the required criminal record and vulnerable sector search consent forms.

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The applicant will take their criminal record check and vulnerable sector search consent forms to the RCMP

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The Volunteer Coordinator will contact the applicant's three references while the RCMP paperwork processes

(This process takes 1-3+ weeks)

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The applicant will recieve their CRC in the mail and must return in to the YMCA

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The Volunteer Coordinator will receive all paperwork and notify successful and unsuccessful candiates

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The Volunteer Coordinator supplies the department with the appropriate paperwork

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Deparment Coordinators contact the applicant to schedule training, volunteer hours and membership

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Department Coordinators evaluate the performance of the volunteer and determine their fit within the department and the association

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Volunteers who wish to transfer departments must contact the Department Coordinator who will notify the Volunteer Coordinator to determine eligibility

YMCA Volunteer Hiring Process - August 2015