



**Carmichael Outreach Inc.**

BN: 898819693RR0001

1510 12<sup>th</sup> Avenue, Regina, SK. S4P 0L5

P: 306-757-2235 | F: 306-757-2205 | E: [info@carmichaeloutreach.ca](mailto:info@carmichaeloutreach.ca)

## VOLUNTEER JOB DESCRIPTION

# Volunteer Cleaner

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### SUMMARY

At Carmichael Outreach, we provide various services and programs to those in our community experiencing, or at risk of experiencing, homelessness. We are looking for a dedicated volunteer (or volunteers) who are interested in volunteering throughout the day to help us keep the centre tidy.

The ideal candidate for this volunteer role will respect and value all human beings. Volunteering with Carmichael Outreach is not about reaching down to help people up; rather, it is about using our individual skills, talents, and privileges to extend open arms and offer support.

### HOURS

We are looking for a volunteer (or multiple volunteers) who will be available for anywhere from 3-30 hours per week between the hours of 9:00 a.m. to 3:00 p.m.

### DUTIES

The role of the Volunteer Cleaner will be to help us keep the interior and exterior of our centre clean and tidy. This can include various tasks, such as:

- Cleaning up garbage
- Sweeping/mopping
- Dusting
- Washing walls, doors, and windows
- Sanitizing railings, handles, and other surfaces
- Other tasks as needed.

### APPLICATION PROCESS

If you are interested in applying for this volunteer role, please fill out the attached volunteer application package and submit it to [admin@carmichaeloutreach.ca](mailto:admin@carmichaeloutreach.ca). We will review your package, and if we think that you are right for this role, we will reach out to you to set up a meeting. If you are chosen for this role, you will be required to complete a criminal record check.



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## VOLUNTEER APPLICATION PACKAGE

### Volunteer Cleaner

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Address (including postal code): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Do you have any previous experience with Carmichael Outreach? If Yes, please describe:

Why would you like to volunteer with Carmichael Outreach?

Briefly Describe your skills, abilities, education, and experiences that would apply to volunteering at Carmichael Outreach:

How often do you anticipate you will come in the volunteer?

☐ More than once a week

☐ Weekly

☐ Monthly

☐ Whenever my schedule allows

☐ Other (please describe): \_\_\_\_\_

**\*\* Volunteers over the age of 18 looking to volunteer for a total of 15 hours of more must provide a criminal record check report, issued within the last 6 months.**



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### ***Expectations***

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The Carmichael Outreach Centre relies on community wide partnerships and support in fulfilling its commitment to filling gaps in the community. We are fortunate enough to have an incredible volunteer base to help us carry out our daily needs. The following are expectations that we have put in place to make Carmichael Outreach an enjoyable experience for everyone. Please let us know if you have any questions.

- Once you have handed in your complete volunteer application and Criminal Record check and have gotten a tour of the building, then you are ready to start volunteering. You no longer need to schedule every shift.
- Scheduled shifts are to be booked when there is a group of people or on a holiday.
- Our volunteering hours are 9:00 – 4:30 Monday through Friday, or on special occasions or events.
- All people at Carmichael Outreach (staff, guests, fine option workers, and other volunteers) are to be treated with respect.
- Volunteers need to consider their own safety and well-being. ***VOLUNTEERS MUST NOT:***
  - Give out personal phone numbers
  - Offer rides to the guests
  - Loan or give money or cigarettes to guests
- Carmichael Outreach respects the human rights code. Harassment of any kind will not be tolerated and should be reported immediately to the Volunteer Coordinator, Executive Director, or Kitchen Manager.
- Anything that is donated to Carmichael Outreach becomes Carmichael's property. Carmichael Outreach guests receive first priority for any donated items. Volunteers must NOT set items aside for themselves. You are welcome to eat food that is put out during the volunteer lunch break.

**Thank you for your cooperation, and we hope to find your volunteer work at Carmichael Outreach to be enjoyable and rewarding.**



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## ***Letter of Confidentiality***

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I (*please print name*) \_\_\_\_\_ understand that everything that happens at Carmichael Outreach is confidential, and I agree that I will not repeat names or specific situations that happen at Carmichael Outreach to anyone outside of the workplace.

I may on occasion tell a story or share my experiences volunteering with Carmichael Outreach, but I agree that no names or identifying information will be used outside of Carmichael Outreach.

Failure to comply with this agreement is grounds for dismissal.

\_\_\_\_\_  
Signature:

\_\_\_\_\_  
Date:



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## ***Removal of Goods from Carmichael Outreach***

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All items donated to or purchased by Carmichael Outreach are the property of Carmichael Outreach.

All staff are responsible to ensure that no volunteers or fine option personnel take items belonging to the Outreach, and any incidents of theft must be reported to the Executive Director immediately.

Any items not required by the Outreach will be donated to a suitable organization/ family/ individual, to be determined by the Executive Director.

The Executive Director may, at her discretion, allow staff and/or volunteers to take items not needed by the Outreach.

I have read and understand this policy.

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Printed Name

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Signature:

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Date: