



# VOLUNTEER NANAIMO *People Helping People*

Volunteer Ads are updated weekly - **Deadline** for submission **Wed@ 3 pm**. Depending on space availability ad appears the following Wednesday in Star, Thursday in the Bulletin and will run 3 times (not necessarily in a row). It is Important that you call us when this position has been filled.

Date of Request: \_\_\_\_\_ Member Agency \_\_\_\_ Non-Member \_\_\_\_

Agency Name \_\_\_\_\_ Society # \_\_\_\_\_ Charitable Status yes \_\_\_no \_\_\_

Address: \_\_\_\_\_ Postal Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-mail: \_\_\_\_\_

Ongoing...or Event date (s) \_\_\_\_\_ Volunteer Position \_\_\_\_\_

*(\*please use separate sheet for each position\*)*

What basic skills/abilities are required?

\_\_\_\_\_  
\_\_\_\_\_

Application Procedure? Telephone Contact Person? \_\_\_\_ or Apply in Person? \_\_\_\_

Where? \_\_\_\_\_ When? (times) \_\_\_\_\_ Resume? \_\_\_\_

Name of Supervisor for this position \_\_\_\_\_ Title \_\_\_\_\_

What training / supervision will be provided? \_\_\_\_\_

\_\_\_\_\_

Min. commitment required

\_\_\_\_\_

Is RCMP Criminal record check required? \_\_\_\_\_ Is it paid for by your agency?

Is the volunteer position situated on a bus route? Route number? \_\_\_\_\_

**For Office Use:**

\_\_\_\_\_ 1 \_\_\_\_\_ 2 \_\_\_\_\_ 3 \_\_\_\_\_  
*Ad Number Entered on Database Initial Dates in paper Date Filled*