

City of Cambridge Volunteer Information Sheet



Welcome!

The City of Cambridge recognizes volunteers as an essential resource for the current and future development of our community. We support, facilitate and value the efforts of all our volunteers.

Volunteers can expect to have:

- A friendly atmosphere where volunteers are part of the team.
- Assignments that are meaningful and satisfying to them.
- Proper orientation to place and position.
- Adequate training, support and direction.
- The opportunity to be heard, to make suggestions, and to be respected.
- The opportunity to decline a suggested placement.
- Recognition for work well done.

Volunteers are expected to:

- Have a sincere desire to volunteer and an understanding of the value of your volunteer contributions.
- Work as a team member with staff and fellow volunteers.
- Be willing to learn and to participate in orientation and training programs.
- Be reliable in the performance of their duties.
- Conduct themselves with dignity, courtesy and consideration toward others.
- Respect the confidentiality of information.

Volunteer Opportunities

There are many volunteer opportunities in the following areas:

- Special Events
- Aquatics
- Cambridge Centre for the Arts
- 50+ Recreation Centres
- Summer Playgrounds and Day Camps
- Neighbourhood Associations
- Friendly Visiting Program
- Adult Day Services
- Inclusion
- Youth



www.cambridge.ca
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Guidelines for Volunteers



Screening

All volunteers go through a screening process that varies depending on the volunteer position. Screening procedures can include an application form, an interview, reference checks, or a police records check.

Orientation and Training

In pursuit of excellence and investing in our volunteers, the Corporation of the City of Cambridge provides position-specific training, and ongoing training opportunities for all our volunteers.

Supervision

Supervision of volunteers will address the needs of both the volunteer and the City of Cambridge. Each volunteer will have an identified supervisor who will be responsible for consultation, feedback, support and direction.

Insurance

All volunteers assigned to direct programs or working with committees affiliated with the City of Cambridge are covered by the City of Cambridge against general liability claims made by another person as a result of their volunteer work for the City.

This insurance covers the volunteers for liability claims made by another person related to:

- injury to that person
- or damage to their property

Note: Property owned by the volunteer or personal injury to a volunteer is not covered. Volunteers should ensure that they have adequate property insurance as well as insurance for disabilities either through their employment or otherwise if self employed.

Policies

Volunteers are protected by, and subject to, the City of Cambridge's Policies regarding Confidentiality, Harassment, and Conflict of Interest.

Discretionary Matters

Volunteers who do not adhere to the policies and procedures of the City of Cambridge, or fail to satisfactorily perform their volunteer assignment are subject to dismissal.

Thank you for your interest in Volunteering!