



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:

- Special Events
- Aquatics
- Cambridge Centre for the Arts
- 50+ Recreation Centres
- Day Camps
- Friendly Visiting Program
- Adult Day Program
- Youth



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.

Thank you for your interest in volunteering!