

# Information Booklet



# VOLUNTEERS



Dear Volunteer Applicant,

On behalf of the Sidekicks Mentoring Program, I would like to convey my appreciation for your interest in becoming a volunteer with the Sidekicks Mentoring Program. St. Albert has a need for mature and responsible role models for its youth and the Sidekicks Mentoring Program was developed to help fulfill this need. Many past volunteers have discovered that the giving of their time, energy, and commitment benefits the children and volunteers, as well as their families and the community.

As the Sidekicks Director, it is my job to assist in all phases of the screening and volunteer placement process and throughout any challenges, you may encounter. I look forward to meeting with you soon to proceed with the interview and screening process.

The screening process begins with this information booklet and application. This booklet is designed to answer any questions that you may have regarding the Sidekicks Mentoring Program and our screening process. Please read it very carefully.

I look forward to hearing from you soon. Thank you again for your interest in the Sidekicks Mentoring Program. If you have any additional questions, please feel free to contact me at 780-459-6666.

Sincerely,

Michelle Veran  
Sidekicks Mentoring Program Director

## **WHAT IS SIDEKICKS?**

The Sidekicks Mentoring Program is a program of the Community Information and Volunteer Centre. Sidekicks provides mentors to teach, guide and empower St. Albert's youth so that they may have happy, well balanced and hopeful lives. Sidekicks offers assistance to the child and family through special events, educational experiences and opportunities for the children to learn, create, grow and develop.

Sidekicks believes that positive role models and mentors are crucial for children to have a happy, healthy and fulfilling childhood. Self-esteem and confidence are important qualities for children to be healthy and well balanced. A child's youth is directly affected by their family's quality of life.

Sidekicks clients can be any child in need of a positive role-model / friend. It has been proven that children who have positive mentors do better in school and have a happier youth; therefore, we believe **ALL** children can benefit from additional adults and mentors in their lives. By providing them with a mentor, Sidekicks hopes to improve their self-esteem and confidence. The clients of the Sidekicks program may have diverse backgrounds and alternative life styles. The volunteers that we accept must realize these facts and be non-judgmental. However, if a volunteer were uncomfortable with a particular family situation we would match them with a child and family who they would be comfortable with.

## **HOW CAN YOU GET INVOLVED?**

The Sidekicks Mentoring Program offers two volunteer positions;

The first position is as a Sidekicks Mentor. This position is for individuals over the age of 16 who want to be matched one to one with a child/youth. Sidekicks Mentors can also volunteer as couples or families. This is an opportunity for families to volunteer together. Sidekicks mentors are crucial in meeting the goals and mission of the Sidekicks Mentoring Program.

For volunteers between the ages of 16 and 18, they can become Peer Mentors and are matched to children between the ages of 6 and 12. They will be treated as a Sidekick mentor, but with a large enough age gap between them and their mentee that they may be seen as more of a mentor, then simply a peer.

If being matched with one child is more commitment than you are looking for as a volunteer, you can be a Sidekicks Group Mentor. Group Mentors assist the children, families and Program Director at activities. They are mentors to all the children in the program, and their families as well as additional supervision and support. Group Mentoring activities are approximately one to two times a month and usually on the weekends. Group Mentors are instrumental in the delivery of fun and safe activities for the members of the program.

Included in this manual are the job descriptions for both volunteer positions. Read them over carefully so that you can make the best choice of positions based on your personal life, time allowance, and on what you hope to gain from working with the Sidekicks Mentoring Program. Please remember that you are not limited to participating in the program in one capacity. If you would like to be involved in the program in all aspects, you would truly enjoy your experience and get so much more out of your volunteer involvement.

## **WHO DO YOU CONTACT?**

The **Sidekicks Mentoring Program Director is Michelle Veran**. If you ever have any questions or concerns regarding the program, your application, or involvement, call or send an email to Lorraine and she would be happy to assist you.

The contact information for Sidekicks is:

**SIDEKICKS MENTORING**  
**#10, 215 CARNEGIE DR.**  
**ST. ALBERT, AB T8N 5B1**  
**ATTN: MICHELLE VERAN**  
**PHONE: 780- 459-6666 FAX: 780-460-1365**  
[michelleveran@stalbertcivc.com](mailto:michelleveran@stalbertcivc.com)

### **I'M INTERESTED IN APPLYING, WHAT NOW?**

For the protection of both the volunteer and the client it is necessary to have an extensive screening process. Proper screening is important to ensure that you have chosen the right volunteer position and that you are the right person for us. We want to ensure that you will have a positive volunteer experience.

### **SIDEKICKS MENTORING CONFIDENTIALITY POLICY**

Confidential information acquired because of contact with individuals in a relationship, family, or friendship group will be respected and safeguarded.

- ⇒ Members will not disclose information that one person has requested be kept confidential from a partner, family member, or friend.
- ⇒ Members will not disclose to family member's or friend's information that would be considered confidential even if not specified as such by the client.
- ⇒ Family members who request privileged information regarding a person known to the agency will be directed back to the individual.
- ⇒ Disclosure of privileged information may occur with the informed consent of the person who gave the information in confidence.
- ⇒ When a client consents to have confidential information disclosed, members are able to release information that pertains to the consenting person only. The privileged communication regarding all other members of the family must continue to be respected.
- ⇒ Relevant policy will be shared with the members.
- ⇒ Volunteers will sign a confidentiality agreement.
- ⇒ Information that is disclosed that pertains to the safety of members in the program should be reported to the Caseworker even if the information is considered privileged.
- ⇒ Anything posted on through our media will be done with the explicit permission from the parent or guardian of the child

- ✓ Carefully read through this booklet.
- ✓ Completely fill out the application form. When answering, please be as detailed as possible; do not use one-word answers.
- ✓ Email, mail, fax, or drop off your application to the Sidekicks office. (See contact information page 4)
- ✓ Once your application is received, we will contact your references and call you to schedule an interview.
- ✓ The interview will last approximately one hour and is done at the Community Information and Volunteer Centre.
- ✓ **Please bring your Driver's License, Alberta Health Care Card and a copy of proof of your car insurance (if applicable).**
- ✓ After your interview, you will be asked to complete a Criminal Record Check (CRC) and Intervention Record Check.
- ✓ For the **Criminal Record Check\*** you will be required to drop off a letter verifying that you would like to volunteer with Sidekicks to the St. Albert RCMP station. At the station you will be asked to complete the Criminal Record Check.
- ✓ For the **Intervention Record Check\*** we will have the form at the interview and you will need to bring 2 pieces of ID:

<b><u>One of these:</u></b>	<b><u>AND</u></b>	<b><u>One of these:</u></b>
<b>Driver's License</b>		<b>Proof of Citizenship</b>
<b>Passport</b>		<b>Alberta Health Care</b>
<b>School ID</b>		<b>SIN</b>
<b>(picture)</b>		<b>Birth Certificate</b>
<b>Status Card</b>		<b>Professional ID</b>
		<b>(Engineer/Teacher)</b>
		<b>Senior Card</b>
		<b>Blue Cross</b>
		<b>FAC license</b>

**\*Note: Both forms will be returned to the applicant. It is the applicant's responsibility to bring them into the Sidekicks office.**

- ✓ Once all **your forms are** collected and returned to the Sidekicks office, we will then review your information **and determine if Sidekicks is appropriate for you.**
- ✓ **If you are accepted,** we will arrange an orientation meeting at which time you will receive your orientation manual.

### **I was told I need an Intervention Record Check. What is it?**

A child intervention record check, or child welfare check, is a review to determine whether an adult has an existing intervention record with Human Services, which indicates that the person may have caused a child to need intervention as defined by the Child, Youth and Family Enhancement Act.

An intervention record check is required for any person applying to adopt or foster a child, and for those being approved as kinship care homes or may be required for any person applying to provide services to children in the administration of the Child, Youth and family Enhancement Act or to work with children in another capacity.

A person requesting an intervention record check must complete and sign an Intervention Record Check form which provides their consent to examine child intervention records to determine if they have caused a child to be in need of intervention. The completed form must be presented to an office of Children and Youth Services to complete the record check.

The results of the intervention record check is provided only to the person requesting the intervention record check and will not be provided to any other person. Information provided for an intervention record check is provided under the authority of the Child, Youth and Family Enhancement Act and follows the Freedom of Information and Protection of Privacy Act.



#### **SIDEKICKS MENTORING JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>TIME COMMITMENT:</b>	<b>SUPERVISOR:</b>
Sidekicks Mentor	8-10hrs/month for at least 1 year	Sidekicks Director

#### **PURPOSE:**

To provide a St. Albert youth with a positive mentor, role model, and friend. To spend time with them on a consistent basis in a fun, and safe environment; participating in quality activities of mutual interest. To attend Sidekicks events together.

#### **AREAS OF RESPONSIBILITY:**

- ⇒ The protection, safety, and well-being of the mentee when on outings with them.
- ⇒ To represent the Sidekicks Mentoring Program in a positive way.
- ⇒ Participating in prearranged activities with your mentee on a consistent basis.
- ⇒ Maintain the highest level of confidentiality with personal information shared about the mentee and his/her family, by the Director, the child, or the family. **Exception: child's immediate safety is at risk.**
- ⇒ Plan safe, fun, and quality outings with your mentee.
- ⇒ Be a mature, responsible role model, mentor, and friend to your mentee.
- ⇒ Keep open communication between your mentee, their family, and the Caseworker.
- ⇒ Maintain (\$1,000,000 but 2M is recommended) liability and personal injury insurance on a roadworthy vehicle (if applicable).
- ⇒ Submit evaluations on the match every three months, discuss your match on a regular basis with the Program Director/Caseworker, and maintain an accurate record of volunteer hours.
- ⇒ Attend and support other Sidekick matches at scheduled group activities with your mentee.
- ⇒ Contact the Program Director/Caseworker if any problems arise that you aren't able to handle.

**TRAINING (mandatory):**

- ⇒ Sidekicks Mentoring Program Orientation Manual and review.
- ⇒ On-the-job training with resources and support provided by the Program Director/Caseworker.
- ⇒ Sexual Assault Awareness workshop, group training sessions as scheduled.
- ⇒ Alberta mentoring Partnerships online training course and certificate.
- ⇒ HS Bigs online training course with emphasis on match termination.

**EVALUATION:**

The volunteer's job performance will be formally every three months and informally on an ongoing basis. Clients will also provide match evaluations every three months and at the end of a match.

**QUALIFICATIONS:**

- ⇒ Minimum age of 16.
- ⇒ Successfully complete the screening process for a Sidekicks Mentor.
- ⇒ Genuine fondness of and ability to relate to children.
- ⇒ Good communication skills, patience, tact, and empathy for children.
- ⇒ Tolerance of alternative family lifestyles without being judgmental.
- ⇒ Ability to work independently to plan and follow through with weekly activities.
- ⇒ Valid driver's licence, (\$1,000,000+) liability insurance and a road worthy vehicle or alternative transportation.
- ⇒ Reliable, mature, and a positive role model and mentor for a child.

<b>JOB TITLE:</b>	<b>TIME COMMITMENT:</b>	<b>SUPERVISOR:</b>
Sidekicks Group Mentor	Varied, 2-6 hours/month	Sidekicks Director

**PURPOSE:**

To provide St. Albert's youth with a positive mentor, role model, and friend. To provide fun, safe, and supervised learning activities in which the youth can participate.

**AREAS OF RESPONSIBILITY:**

- ⇒ Attend, supervise, assist, and support Sidekick matches, the clients, and Program Director at scheduled group activities.
- ⇒ Maintain the highest level of confidentiality with personal information shared about the clients and volunteers, by the Director, the child, or the family. **Exception: child's immediate safety is at risk.**
- ⇒ Be a mature, responsible role model, mentor and friend to the mentees.
- ⇒ Represent the program in a professional manner.
- ⇒ Discuss activities and progress of your involvement in the program with the Program Director/Caseworker.
- ⇒ Maintain a level (\$1,000,000+) liability and personal injury insurance on a roadworthy vehicle (if applicable).
- ⇒ Maintain accurate records of volunteer hours.

**TRAINING (mandatory):**



- ⇒ Sidekicks Mentoring Program Orientation Manual and review.
- ⇒ On-the-job training with resources and support provided by the Sidekicks Caseworker.
- ⇒ Sexual Assault Awareness workshop, group training sessions as scheduled.

### **EVALUATION:**

The volunteer's job performance will be formally evaluated annually and informally on an ongoing basis.

### **QUALIFICATIONS:**

- ⇒ Minimum age of 16.
- ⇒ Successfully complete the screening process for a Sidekicks Group Mentor.
- ⇒ Genuine fondness of and ability to relate to children.
- ⇒ Good communication skills, patience, tact, and empathy for children.
- ⇒ Tolerance of alternative family lifestyles without being judgmental.
- ⇒ Ability to supervise and work with a group of children.
- ⇒ Ability to work as a team and follow direction.
- ⇒ Preferably has a valid driver's licence, (\$1,000,000+) liability insurance, and a road worthy vehicle or alternative transportation.
- ⇒ Reliable, mature, and a positive role model and mentor for children.