

***Hello Volunteer Applicant!***

Thank you so much for starting the enrollment process with Big Brothers Big Sisters of London and Area (BBBSOLA). We are excited to start this process with you and begin to get to know you better.

This package was designed to help give you crucial information about becoming a volunteer with our agency.

**Please read the following information prior to attending your volunteer interview.**

If you have questions or concerns, please bring them with you when you attend your interview. Our staff will be more than happy to discuss and elaborate about the process.

**Vision and Mission of Big Brothers Big Sisters of London and Area**

***Vision:*** Provide quality mentoring programs to every young person in need.

***Mission:*** We provide quality mentoring relationships to young people in need, helping them reach their potential.

## Volunteer Opportunities at Big Brothers Big Sisters of London and Area

<p><b>Community-Based 1:1 Mentoring Program</b></p>	<p>This is our traditional one to one mentoring program for children and youth, ages 7-17. In this program we match children/youth with a volunteer mentor. This match spends 3-4 hours once week together, for the minimum of one year. Matches decide when they meet and what they would like to do together. Each match is unique and can foster a positive and strong connection for both the mentee and mentor. The community-based 1:1 program is also designed to provide newcomer youth with the unique support they need as they transition into their new home country.</p>
<p><b>CONNECT2Mentoring</b></p>	<p>CONNECT is an 8 week mentoring program that is offered to children 7-12 years of age, who are enrolled in the Community-Based Program. This program focuses on teaching children about healthy relationships while having fun.</p> <p><b>CONNECT2Mentoring is offered three times a year (Oct-June) at various locations across the City of London.</b></p>
<p><b>Go Girls and Game On</b></p>	<p>Go Girls! and Game On! is a school-based program for girls and boys in grades 7 and 8. This seven week program in elementary schools is facilitated by volunteer mentors between 18-25 years old. These two programs (Go Girls! for girls and Game On! for boys) focus on teaching students about healthy and active living, positive body image, and self-esteem.</p>
<p><b>In-School Mentoring (ISM) Program</b></p>	<p>ISM is another school-based program. Volunteer mentors are matched with a child at an elementary school. During the <b>school year only</b>, mentors meet with their mentee in the school for one hour, once a week, during the school day. Matches can engage in games, crafts or other activities during their hour together.</p>
<p><b>Administrative Volunteering</b></p>	<p>BBBSOLA is also interested in volunteers to help with office work! Clerical volunteering ensures that staff can provide quality service to families. Administrative volunteers donate a few hours a month to answering phones, front desk duties, filing and other clerical support.</p>

## **Enrollment Process**

The enrollment process is a **seven\*** step process.

It is crucial that each of these **seven** steps is completed.

<b>Step One</b>	Application
<b>Step Two</b>	Volunteer Interview
<b>Step Three</b>	Volunteer Training
<b>Step Four</b>	Successful References Completed
<b>Step Five</b>	Clear Police Check (for Vulnerable Populations) Submitted to Agency
<b>Step Six</b>	Successful completion of a Home Assessment – for Community-Based 1:1 programs
<b>Step Seven</b>	Final Team Assessment

\*For some candidates there may be extra steps to enrollment not included in this guide\*

### **Step One: Application**

An Application Form is available on the website, and **must** be completed prior to your interview. If you do not have access to the Internet, a hard copy will be made available.

### **Step Two: Volunteer Interview**

The volunteer interview is conducted at our agency and takes approximately 1.5 hours. The purpose for this interview is to get to know you, learn about your strengths, and why you want to become a mentor.

### **Step Three: Volunteer Training**

Our training comes in two parts; Program Specific and Strong From The Start Safety Training. You must successfully complete both parts of training to move on with the process.

The Program Specific training focuses on the role of mentor, the relationship, and expectations for you.

We will also cover our Strong From The Start Pre-Match Training, where we discuss safety and security and the support you can expect from the agency. Strong From The Start Training covers how to create strong, healthy friendships, and what you can do to ensure that you and your group of mentees are

ready for a successful mentoring experience. At the end of Strong From The Start Training you will have learned about how to keep your group safe, both physically and emotionally.

#### **Step Four: References**

Below are the types of references you are required to submit:

*Personal reference\**

*Family reference\**

*Employment reference*

*Volunteer reference (if applicable)*

*Significant other reference (if applicable)*

\*These references must have known you for at least two years\*

*References are submitted by means of an online form. Please bring these names and email addresses to your volunteer interview.*

#### **Step Five: Police Check**

A new clear police check is also a requirement to any volunteer position within our organization.

**If you have a clear vulnerable sector police check that has been done within the last six months, please bring it in.**

#### **Step Six: Home Assessment**

BBBSOLA staff will visit volunteer applicant's home (Community-Based 1:1 programs only) to assess suitability for a child to visit.

#### **Step Seven: Final Team Assessment**

At the end of your enrollment, after references and police checks are completed successfully along with the above steps, a final team assessment is done. The team assessment is done by the Enrollment Team and ensures that all volunteer applicants being accepted into the program are meeting agency and Big Brothers Big Sisters of Canada's National Standards, are able to commit to the length of time of program, can provide a safe and stable role model to youth and demonstrate an ability to value communication.

When this is complete, congratulations, you are an approved Big Brothers Big Sisters of London & Area mentor!

### Our Location

Big Brothers Big Sisters of London & Area  
543 Ridout St. N.  
London, Ontario  
Phone: 519-438-7065

