



Volunteer Opportunities



STEPPING STONES
Crisis Society

Events
Fundraising
Yard & Facility Maintenance
Donation Management



Events

This role is dynamic and exciting! We have many events throughout the year and we need volunteers to help with our events including Walk A Mile in Their Shoes, Festival of Peace and more.

Sample tasks:

- Setting up
- Tearing down
- Selling tickets
- Running games
- Manning registration tables

You might be a great fit if:

- You're passionate about giving back to your community
- You love the energy of participating in special events
- Anyone of any skill level can help with events!
- Great for students for family friendly events

Time commitment:

This role has a flexible time commitment and will include before, during, and after events through the year. Festival of Peace is usually held at the end of November.



Yard & Facility Maintenance

We need to maintain our facility and yard, looking our best! This role is hands-on and occasionally hands-dirty.

Sample tasks:


- Cleaning
- Maintenance and repair of household items
- Yardwork and gardening
- Moving furniture or other heavy lifting

You might be a great fit if:

- You're not afraid of hard work
- You enjoy working outside
- You're handy!

Time commitment:

This role has a flexible time commitment, but would depend on the needs of the organization. Some tasks will be seasonal, such as yardwork and gardening.



Fundraising

This role is a crucial position in our organization. We rely on fundraising to provide the full extent of our programs and services. Fundraising is a people oriented role.

Sample tasks:

- Selling tickets
- Soliciting prizes or auction items
- Helping with fundraising packages

You might be a great fit if:

- You have high energy
- You have a strong community network
- You are great at making connections with people

Time commitment:

This role has a flexible time commitment, but will often coincide with various events throughout the year, for example Festival of Peace, which is in November.



Donation Management

Donation management is a practical way to help in our social enterprises at one or both of our retail stores, Orbiting Trends and Ella's Closet.

Sample tasks:

- Sorting donations
- Hanging clothing
- Steaming
- General merchandising and cleaning duties

You might be a great fit if:

- You enjoy being part of a team
- You enjoy organizing things
- You want to help, but don't necessarily want to be at the forefront of dealing with people.
- Students and youth welcome (14 and under must be accompanied by a guardian)

Time commitment:

This role has a flexible, drop-in style time commitment during our store hours Monday-Saturday 10am-5pm (and 10am-6pm on Thursdays).



Bingo Worker

Bingo nights are a crucial fundraiser for Stepping Stones Crisis Society. No experience is necessary and a free meal is provided. (Must be 18 or older for this role.)

Sample tasks:

- Selling tickets
- Supervising card sales and calculating prizes
- Counting and signing for cards or cash
- Walking and selling Ball tickets

You might be a great fit if:

- Anyone of any skill level can volunteer for Bingo!
- You are detail oriented
- You enjoy walking (Ball tickets only)
- You enjoy selling tickets

Time commitment:

We usually have two bingo nights a month, during evenings on week nights or on weekends from 5pm to 9pm. You can choose whatever dates work best for you.



Volunteer Application Form

Name: _____ Date of Birth: _____

Mailing Address: _____

Email Address: _____ Permission to Email: YES NO

Phone Number: _____ Permission to Text: YES NO

Emergency Contact Name: _____ Phone Number: _____

Current Occupation: _____ Current Employer: _____

Tell us why you want to volunteer for Stepping Stones Crisis Society:

Are you volunteering for Community Service hours? (E.g. School, H4H, etc.) YES NO

If yes, please specify: _____

Please list any medical issues we should be aware of (E.g. Inability to lift, allergies, etc.):

Please check all positions you wish to volunteer for:

Events Yard and Facility Maintenance Fundraising Bingo

Sorting & organizing donations Retail Floor Associate Store Merchandising

How much time are you willing to commit weekly?

30 minutes-3 hours 4-10 hours 11-15 hours 15+ hours

(Volunteers who are in a role where they are handling cash must obtain a criminal record check from the RCMP. Please see letter attached.)

Signature: _____ Date: _____

If Under 18: Guardian Name: _____

Guardian Phone: _____ Guardian Email: _____

Signature of Guardian: _____ Date: _____

Volunteers 14 and under must be accompanied by a guardian.



Volunteer Code of Ethics

As a volunteer, I realize that I am subject to a code of ethics, similar to that which binds the professionals in the field in which I am volunteering. Like them, I assume certain responsibilities and expect to account for my actions in relation to the work I do.

I will keep confidential matters confidential.

I will respect the intrinsic worth of every individual. I shall not impose my values nor discriminate against others regarding race, age, religion, gender, culture, sexuality, disability, or socio-economic status.

I promise to take to my work an attitude of open-mindedness, to be non-judgmental, to be willing to take training that is offered to me, and to bring to work my interest and attention.

I shall not conduct myself in any manner that is abusive towards colleagues, clients, volunteers or their contacts.

I will maintain a commitment to assess my own personal strengths, limitations, and effectiveness, in order to strive towards a positive and effective team.

My attitude towards volunteer work will be respectful and professional. I have an obligation to my work, to those who direct it, to my co-workers, clients, and the public.

I accept this code of ethics for volunteers to be followed carefully and positively.

Name: _____

Signature: _____

Date: _____



Confidentiality Agreement

I do solemnly declare that I will not disclose, unless designated to do so by the Chief Executive Officer and/or the President of the Board of Directors, any information of any kind that comes to my knowledge respecting the private affairs of the Stepping Stones Crisis Society, or any Stepping Stones Crisis Society employee, contractor, volunteer, consumer of Stepping Stones Crisis Society services, or associated organization, through my involvement with Stepping Stones Crisis Society.

I understand that all information acquired during my association with Stepping Stones Crisis Society regarding the identity and circumstances of individuals associated with the organization must be kept strictly confidential. I may share confidential information concerning consumers of Stepping Stones Crisis Society services only with those non-Stepping Stones Crisis Society individuals and/or agencies identified by the consumers themselves. This includes disclosure through discussion, publication, private letter, social media, or email.

I understand that I may not speak publicly on behalf of the Stepping Stones Crisis Society (communicating with media or acting as a spokesperson) unless designated to do so by the Chief Executive Officer and/or the President of the Board of Directors. I also understand that I am empowered to speak positively of Stepping Stones Crisis Society and its work in a general way at all times.

I acknowledge that this declaration shall remain in force both during and after my tenure as a Stepping Stones Crisis Society board member, committee member, employee, volunteer, or visitor. I understand that if I choose to disclose confidential information, I may be liable for prosecution for breach of confidentiality and/or for termination of my association with Stepping Stones Crisis Society, and that they shall not indemnify me for any resulting fines or awards of damages against me.

I have read this declaration in its entirety and understand the contents of this declaration.

Name: _____

Signature: _____

Date: _____

Witness: _____ Witness Signature: _____



STEPPING STONES
Crisis Society

Box 419, Cold Lake, Alberta, T9M 1P1

Phone: 780-594-0430

Fax: 780-594-7304

www.steppingstonessociety.ca

Request for Criminal Record Check

To Whom It May Concern,

The bearer of letter is a volunteer with Stepping Stones Crisis Society. As a result of the nature of our organization, we require that volunteers undergo a criminal record check and a vulnerable sector check in order to work with us.

If you have any questions regarding the nature of this letter, please feel free to contact myself or my Executive Assistant at 780-343-1265.

Kindest Regards,

Melissa Francis

Chief Executive Officer

Stepping Stones Crisis Society

Box 419, Cold Lake, AB, T9M 1P1

Phone: 780-201-4938

Email: ceo@steppingstonessociety.ca