



245-675 Queen Street South, Kitchener ON N2M 1A1
Phone: 519-571-1912 ▪ Email: volunteer@mcrs.ca
www.mcrs.ca

Thank you for your interest in volunteering at MCRS! The following information outlines the conditions of a MCRS volunteer:

- The applicant must be at least 14 years of age (exceptions made on a case by case basis)
- The applicant must be able to commit to a minimum of 4 months of active service, or
- The applicant is partaking in a recognized placement program

Volunteer Opportunities

The following is a brief overview of the current volunteer opportunities available. Further information or detailed descriptions of these positions are available by calling or emailing MCRS.

Office Support and Reception: First impressions create lasting impressions! We are looking for volunteers who understand how important it is to provide a warm and responsive welcome! The MCRS office is the main hub where our clients receive help. Answering phones, welcoming clients, performing basic office tasks, and supporting our staff encompasses a valuable team role that enables us to meet the needs of refugee claimants and their families on a daily basis.

Times: 9:00am-12:30pm or 12:30pm to 4:00pm, Monday to Friday

Community-Building Activities: MCRS hosts a summer picnic and a Christmas celebration for our clients who quickly become so much more to us! We depend on volunteers to help carry out each event in partnership with some of our local churches who help with providing food.

Times: July/August and November/December

Choir: We are also supporting a new musical opportunity with Cameron Heights Collegiate: *Ubuntu - Unity Through Music*. This is a choir of Refugee and Canadian families designed to meet one another, enjoy social time and refreshments, and share in the beauty of unity through music.

Times: Starting in Fall, 2017

Networking: We are looking for ways to engage our clients as volunteers in the community to help them get connected, practice speaking English, and use their passions and skills to strengthen our community!

Times: various

Translation/ Interpretation: Being in a new country with a new language is very difficult. If you speak a language other than English you can help to provide essential translation and interpretation, both in the office and at important meetings. Key languages needed: Spanish, Arabic, Urdu, French.

We are looking for both a Translation Program Coordinator and translators/interpreters!

Times: various scheduled and on-call opportunities.

Grant Writing: As a totally donor funded organization, we work hard to raise funds through various means. Grants can provide significant funding for our day-to-day operations as well as special initiatives. We are looking for people who would love to research and write grants that will provide some of the funds MCRS needs.

Times: various; can be done from home!

Volunteer Coordinator: Great volunteers need great leadership! We are looking for a Volunteer Coordinator who can also volunteer and work with our Director to ensure that our volunteers have everything they need to give their best and experience the best including orientation, scheduling, resources and feedback!

Times: various; approximately 5-8 hours per week.

Event Coordinator: We run 3-4 fundraising events each year. These events are essential in raising the financial resources MCRS needs to do our work. They are also designed to grow awareness in the community of the journey and needs of refugee claimants! We are looking for a volunteer Event Coordinator who can bring leadership to these events and mobilize volunteers and partners for success!

Times: various; approximately 5-8 hours per week.

Welcome Kit Coordinator: When people first arrive in Canada they need basic care items, bus tickets, food cards, thrift cards to get clothing, basic first-aid items, information regarding local service providers, and cultural shops where they can find something familiar to help ease the challenge of being new to Canada!

We are looking for a Welcome Kit Coordinator who can help pull these things together and then give them to individuals and families who need a good start!

Times: various; approximately 3-5 hours per week. Can be done mostly from home!

Communications Coordinator: Help keep our website and social media platforms up to date! We want all of our stakeholders to have the latest breaking news and information that will enable them to respond in good time to the things that matter to them!

Times: various; approximately 3-5 hours per week. Can be done mostly from home!

Application Process

1. Fill out the attached application form. You may attach a resume, if you choose to do so, please fill out the areas of the application that are not covered by your resume (areas of interest, reference & release information etc.)
2. Return the application to the MCRS office or electronically by attaching the application to volunteer@mcrs.ca
3. The Volunteer Coordinator will review your application and contact you.

If you have any further questions about the process of becoming an MCRS volunteer, please contact our office at 519- 571-1912 ext. 301, or volunteer@mcrs.ca



For Office Use Only		
Date received:		
	Entered into Database	Date:
	Interview Scheduled	Date:
	Completed Reference	Date:
	Police Check Received	Date:

Mennonite Coalition for Refugee Support

MCRS Volunteer Application

Personal Information			
Last name:		Given Name(s):	
Address (Street Number & Name):			Apt/Unit #:
City:	Province:	Postal Code:	Home Phone:
Cell Phone:		Email Address:	
Preferred Method of Communication: <input type="checkbox"/> Email <input type="checkbox"/> Phone			
MCRS sends out a monthly Volunteer Newsletter via e-mail, which keeps volunteers up to date on the things they need to know, upcoming events and trainings.			
I consent to be added to the MCRS volunteer mailing list (you can unsubscribe at any time): <input type="checkbox"/> Yes <input type="checkbox"/> No			

Profile (for statistical purposes only)	
Age Category: <input type="checkbox"/> 14-18 <input type="checkbox"/> 19-29 <input type="checkbox"/> 30-39 <input type="checkbox"/> 40-49 <input type="checkbox"/> 50-64 <input type="checkbox"/> 65+	Are you 14 years of age or older?* <input type="checkbox"/> Yes <input type="checkbox"/> No
Place of Birth (Country):	

* Please note: volunteers must be at least 14 years or older to volunteer at MCRS

Areas of Interest		
<input type="checkbox"/> Office Support/Reception	<input type="checkbox"/> Interpreter (spoken) /Translator (written) Language (s): _____	<input type="checkbox"/> Grant Writing
<input type="checkbox"/> Community Building	<input type="checkbox"/> Networking	<input type="checkbox"/> Networking
<input type="checkbox"/> Volunteer Coordinator	<input type="checkbox"/> Event Coordinator/Helper	<input type="checkbox"/> Communications Coordinator

Time available to volunteer (please indicate all times you are available)					
Day/Time	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 am- 12:30 pm					
12:30pm- 4:00 pm					
Are you interested in occasionally volunteering at other times? (i.e. evenings/ Saturdays) <input type="checkbox"/> Yes <input type="checkbox"/> No					
Are you able to commit to actively volunteer for a minimum of 4 months? <input type="checkbox"/> Yes <input type="checkbox"/> No					

Education/ Training
Education:
Training: (courses, certifications etc.):
Occasionally we have extra training opportunities available for our volunteers. Would you be interested in being contacted for these opportunities? <input type="checkbox"/> Yes <input type="checkbox"/> No

Placements	
Self- Declared placement with the Region of Waterloo: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Placement Start Date:	Placement End Date:
Student Placement: <input type="checkbox"/> Yes <input type="checkbox"/> No	Educational Institution:
Placement Start Date:	Placement End Date:

Volunteer/ Work Experience		
Employer/Organization:	Role:	Duration:
Employer/Organization:	Role:	Duration:
Employer/Organization:	Role:	Duration:

Why do you want to volunteer at MCRS? What do you want to gain from this experience?

Volunteer Reference Release and Information

Please list two people who know you well, who are not family members, and who can attest to your character, skills, and dependability. If possible, please include your current or last employer.

I _____ (*please print name*) authorize the volunteer coordinator at MCRS to contact the following people to supply any relevant information they may have concerning my suitability as a volunteer with MCRS.

1	Name of Contact Person:		Relationship to you:
	Phone:	E-mail:	Length of relationship:
2	Name of Contact Person:		Relationship to you:
	Phone:	E-mail:	Length of relationship:

Acknowledgement

Please read the following carefully before signing this application:

I have reviewed the MCRS Volunteer Application Package. I understand that all volunteers undergo a screening process which includes an interview, reference checks, Police Records Vulnerable Sector Checks and attending an orientation and training session as scheduled by the Volunteer Coordinator.

I understand that this is an application for volunteering at the Mennonite Coalition for Refugees [MCRS] and not a commitment or promise of a volunteer opportunity with MCRS.

I certify that I have and will provide information throughout the selection process, including this application for a volunteer position and in interviews with MCRS that is true, correct and complete to the best of my knowledge. I certify that I have and will answer all questions to the best of my ability and that I have not and will not withhold any information that would unfavourably affect my application for a volunteer position.

I understand that information contained on my application will be verified by MCRS.

I understand that misrepresentations or omissions may be cause for my immediate rejection as an applicant for a volunteer position with MCRS or my termination as a volunteer.

I understand that I must provide an original copy of a Police Records Vulnerable Sector Check to volunteer with MCRS. I understand that I may not be able to volunteer before the Police Check is returned and that the results of this check must be satisfactory to the organization.

Signature of applicant: _____ Date: _____

NOTE: Questions regarding the collection of personal information on this form should be directed to the MCRS Volunteer Coordinator, [519-571-1912 ext. 102](tel:519-571-1912), or volunteer@mcrs.ca