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## **Volunteer Information and Application Package**

The St. Albert Victim Services Unit (VSU) is a not-for-profit, police-based organization that provides support, information and referrals to victims, families and others affected by crime or tragedy. Overseen by a volunteer Board of Directors, the dedicated staff of the St. Albert VSU is actively seeking caring, dedicated and mature people to assist in a variety of areas. Whether it is providing front-line support or a commitment to deliver this valuable program to our community, we are looking for volunteers to share in our genuine desire to help others.

Victim Services Volunteers are required to obtain specific levels of training, Operational Reliability Clearances and/or Criminal Record and Vulnerable Sector Checks in order to contribute in our program. All volunteers must also be a minimum of 18 years of age, hold a valid Alberta Driver's License, be a Canadian Citizen or Landed Immigrant and willing to sign VSU Contracts: Oath of Confidentiality, Code of Ethical Conduct, Volunteer Contribution Agreement, VSU Property Agreement, and Contact Release Form.

### **Volunteer Positions:**

**Victim Services Advocate:** Advocates are available on a twenty-four hour basis, to assist Police Members in dealing with victims of crime or tragedy. Support is provided through crisis intervention, emotional support and community resources and referrals.

The required commitment consists of one 12-hour day or night shift per week including crisis call-out availability and 2 hours in-office attendance to provide client support and service by phone. Additionally, one weekend every 4-6 weeks for on-call crisis support is required.

**Court Advocate:** Court Advocates are available to provide support to victims whose files are currently scheduled to go to preliminary court or trial in the criminal justice system. Support is provided through court information, preparation, accompaniment and follow-up. Court Advocates track information through the regularly scheduled docket court proceedings held at the St. Albert Court House and will provide this information to client as required. They also assist with Victim Impact Statements, Injury Benefit Forms and Claims for Restitution.

The required commitment consists of one day per week to provide client court support, docket transcription, and office attendance for client follow-up. General Court occurs every Monday, Youth Court occurs the first Tuesday of the month and the Court of Queen's Bench as required.

**Special Event Volunteer:** Special Event Volunteers will be required to provide support in the preparation and attendance of scheduled community events, fundraisers and presentations where applicable.

The required commitment is a minimum of 6 events per year as scheduled.

**Administrative Volunteers:** Administrative Volunteers provide in-office support in a variety of areas for the overall operations of the program.

The required commitment is one 4-8 hours shift per week or as required by the Executive Director.

**Board Members:** The St. Albert VSU Volunteer Board governs the program and services provided by Victim Services. Board members are also involved in public relation events, fundraising, and other awareness activities that attract charitable donations.

The required commitment is 6-8 hours per month that includes board member meetings the third Thursday evening of every month, attendance at public relations events and involvement on a sub-committee.



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Victim Services Volunteer Application

**Preferred Position(s)** please check all that apply

Victim Advocate  
Court Advocate  
Special Event Volunteer  
Administrative Volunteer  
Board Member

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**Personal Information**

First Name

Middle Name(s)

Last Name

Maiden Name / or Previously Used Surnames

Address

City

Province

Postal Code

Email address

Home Phone

Alternative Phone

Birth Date

Place of Birth

How long have you resided in this area?

Do you have a valid Alberta Driver's License? Circle one: Yes No

Has your license ever been suspended or revoked? Circle one: Yes No

Do you have a vehicle? Circle one: Yes No

Have you ever been convicted of a criminal offence? Circle one: Yes No

If yes, please explain:

Emergency Contact Name and Phone Number

Please indicate your highest level of formal education and any specialized courses/training.

How did you hear about St. Albert Victim Services?

List all languages you speak, read and write.

Do you know any RCMP Members or Victim Services Volunteers? Yes No  
If yes, please list their names.

Are you legally entitled to work in Canada? Yes No

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### References

Reference #1 Name

Relationship

Phone Number

How long have you known this person?

Reference #2 Name

Relationship

Phone Number

How long have you known this person?

Reference #3 Name

Relationship

Phone Number

How long have you known this person?

### Statement

I, the individual named above, hereby give permission to the Office of St. Albert Victim Support Services to obtain all information necessary to qualify me as a volunteer advocate of the St. Albert VSU Program, including an RCMP Criminal Record Check and Vulnerable Sector Check.

ATTENTION: I acknowledge any false information given on this application will be grounds for denial of acceptance or immediate dismissal.

Do you understand the above statement? Circle one: Yes No

Signature

Date