

## Volunteering at Silver Harbour

Thank you for your interest in volunteering at Silver Harbour Seniors' Activity Centre. Volunteers are essential to our programming and operations. Every year hundreds of volunteers contribute over 40,000 hours to help us run our more than 70 different activities.

### About Silver Harbour

Silver Harbour's vision is a community that honours and celebrates aging. Our mission is to collaborate in offering adults 55+ social, creative, physical, and learning opportunities in a welcoming and inclusive environment. We have over 70 different programs and activities designed to help older adults to keep active, stay mentally fit, develop creativity and make social connections. We also offer a number of helpful services including meals and refreshments, legal advice, and more.

Silver Harbour's values are as follows:

Respect -- we honour the dignity, worth and independence of everyone

Excellence – we strive to do our best and to be a model for others

Diversity – we celebrate diversity, strive to overcome exclusion, and encourage participation

Collaboration – we encourage teamwork and partnerships

Responsiveness – we welcome new ideas and possibilities

Integrity – we are reliable, accountable, caring, and trustworthy

We strongly encourage volunteers to attend one of our Newcomers Tea and Tour sessions to learn all about Silver Harbour.

### Volunteer Positions

We ask our volunteers to make a 3 to 6 month commitment to volunteering at Silver Harbour. Almost all volunteering takes place weekdays during the daytime, usually once a week. Volunteers participate in every aspect of running our seniors' activity centre, including in the following roles and areas:

- **Bus Driver:** Drive our 22 passenger bus on trips to attractions around the Lower Mainland, assisting active seniors in getting on and off the bus as needed. Volunteers need to have a minimum Class 4 license and must be willing to have criminal record check and driver abstract check.
- **Food Service and Dishwashing:** Kitchen volunteer duties include preparing sandwiches, serving up food, making coffee, cashiering (optional), and cleaning kitchen surfaces. Dishwashing volunteer duties include bussing and scraping dishes, using our commercial dishwasher, and restocking shelves with clean dishware. Volunteers must follow Foodsafe requirements around personal cleanliness and food handling.

- Program Instructors: Silver Harbour runs most of its recreational activities with volunteer instructors and we welcome individuals willing to teach or lead programs in visual arts, performing arts, dance, fitness, indoor sports, card games, computers, languages, and more. Program instructor volunteers must have a proficiency in a specific activity and an ability to teach.
- Bingo: Volunteers help run Bingo games with such tasks as record keeping, operating a cash register, calling numbers, and verifying bingo wins on the floor.
- Artists and Crafters: Volunteers produce and sell arts and crafts. Volunteers should have experience in drawing, painting, knitting, crocheting, sewing, or another art or creative skill.
- Sales Assistants: Sales volunteers sort and sell small household items or gently used clothing in our Boutique and Clothes Closet. Volunteers must be able to communicate with customers and handle small amounts of cash.
- Maintenance: Volunteers help our seniors' activity centre with small building maintenance tasks and repairs, using skills and experience in electrical, plumbing, carpentry or general repairs.
- Gardening: Garden volunteers do watering, weeding, sweeping, raking, and trimming.
- Office Assistant: Volunteers may assist with a variety of tasks including front desk coverage, preparing mailouts, phoning, filing, etc.
- Board and Committee Members: the Silver Harbour Board governs the Centre, providing strategic direction and oversight of finances, risk management and other important matters. Silver Harbour Committees support this work in the area of Human Resources, Finance, Governance and Board Development, and Programs and Community Relations.

### **Volunteer Recognition**

- Every volunteer who works for 1 hour or more is entitled to a free coffee or tea on the day they volunteered.
- Every volunteer who works for 4 hours or more is entitled to a free lunch on the day they volunteered.
- There is a yearly Volunteer Appreciation event as a thank you to everyone who has volunteered in the preceding year.

### **Volunteer Rights & Responsibilities**

A volunteer has the following rights:

- To receive proper orientation and training for their volunteer tasks
- To receive guidance and support from Silver Harbour staff
- To be recognized and appreciated for their contributions
- To be treated according to Silver Harbour's values

A volunteer has the following responsibilities:

- To carry out their volunteer duties to the best of their ability
- To follow all Silver Harbour policies and procedures related to the volunteer role
- To maintain the confidentiality of internal and personal information
- To accept the guidance and decisions of the staff
- To act in accordance with Silver Harbour's values and code of conduct
- To report all incidents to the lead volunteer or a staff member

**If you would like to volunteer, please complete the Volunteer Intake Form and return it to Silver Harbour.**