

## Community Engagement Youth Volunteers

### Application Instructions:

1. Complete the registration form
2. Prepare a resume outlining the following:
  - Education, awards, scholarships, etc.
  - Paid and/or volunteer experience
  - Extracurricular activities
3. Prepare a **short** cover letter that:
  - Introduces yourself
  - Outlines the volunteer position you're interested in applying for
  - Explains why you're applying for the specific volunteer position
  - Includes any relevant skills, experience, and personality traits that make you a great fit for the position

Please email the above documents (a completed registration form, as well as a resume and short cover letter) to [laurend@hvna.ca](mailto:laurend@hvna.ca) by May 1st, 2023.

Drop-in interviews will take place during the month of May. Training and orientation will take place in the month of June.

### Community Engagement Youth Volunteer Position Description:

*Each youth volunteer that participates in HVNA's Summer Community Engagement opportunities will have the opportunity to assist with the programming of activities for children and their families in the Hespeler community.*

### Responsibilities:

1. Assist with supervising a small group of children
2. Assist with activities such as crafts, songs, and games
3. Help participants respect and follow all program rules
4. Always ensure the safety of the participants
5. Attend all appropriate program meetings and trainings
6. Respect all participants, peers, staff, and yourself
7. Share suggestions and ideas for improving programs
8. Adhere to program rules and follow the guidance of HVNA staff
9. Follow all policies and procedures as outlined in the volunteer handbook
10. Maintain a high level of customer service