

We appreciate your interest in volunteering on-site at the Pregnancy Help Centre of Durham (Registered Charity BN# 89674 0768 RR0001). Your duties will include interacting mostly with young adult and occasionally late teen parents. The children are usually in attendance although they are not your responsibility. We encourage the parents to always parent for the safety of their children and to promote the family values of the PHC.

On-Site Volunteers

- Completion of Phase I and Phase II volunteer training and supervision under staff and other, experienced volunteers
- Thorough completion of forms during intake (initial individual session when opening a file with the PHC) and subsequent client visits (usually in the drop-in area)
- Complete record keeping and logging of client visits for tracking purposes – data management
- Brochure and literature distribution of relevant materials while in session
- Monitoring and upkeep of supplies
- Modeling appropriate behaviour
- Ability to communicate comfortably with others
- Ability to interrelate with co-workers

Mentoring Volunteers

- Completion of Phase I and II training
- An ability to communicate encouragement and concern for mentees – in informal settings including occasionally in the client's home at the client's request
- An ability to comfortably talk
- An ability to model appropriate behaviour
- An ability to deal comfortably with an informal teaching structure
- An ability to complete activity sheets for tracking purposes in accordance with the policies of the mentoring program on a once monthly basis
- Regular attendance at the Monthly Mentor Support Meetings
- Ability to interrelate with others

We look forward to your involvement here.

A handwritten signature in black ink, appearing to read "K. Michel".

Katherine Michel, MA
Executive Director