



Dear Volunteer Applicant,

Thank you for expressing an interest in joining the volunteer team at Nova Vita Domestic Violence Prevention Services. Volunteers have an important role at Nova Vita – we appreciate the commitment and energy that volunteers contribute to the women, children and men who use our services.

There are many forms of abuse and the women and their children who seek shelter at Nova Vita could be victims of physical, sexual, emotional and/or verbal abuse among others. They seek refuge with us to escape the violence in their lives. We provide guidance on legal and financial rights, shelter support services and therapeutic counselling to men, women and children impacted by domestic violence. We also provide services for homeless women and their children.

We have a variety of volunteer opportunities available to support our mission – more details are on the application website. You can also get more information about our programs and services by accessing our website at: [www.novavita.org](http://www.novavita.org).

In order to allow you to develop comfort and knowledge in a particular area of the organization, you will be placed in a position that is best suited for you. At certain times – such as a special fund raising event – we might call on all volunteers to participate. In return for your time, energy and knowledge shared with us, we hope that you will receive something from Nova Vita: training, knowledge, skills, lasting relationships and a sense of accomplishment to give back to a non-profit organization, by contributing to the improvement of someone's life in the community. Volunteer work, while emotionally demanding at times, is also very satisfying and rewarding.

To ensure the safety and quality of service for our clients, including resident women and children, potential volunteers at Nova Vita must undergo a screening process. If you are successful in this process, you will then attend an orientation session before the start of your training and first volunteer shift.

The screening steps are as follows:

1. Complete the volunteer application and submit online/mail in/ in person

You will note that we ask for the names and contact information for two references (excluding immediate family members). It is important that we receive complete information, as your references will be asked to provide a written reference for you. Please note that we do not share this reference information with anyone – including you. It is completely confidential.

2. After Nova Vita receives your completed application, it is reviewed. Applicants whose skills and interests meet our current needs are then contacted for an interview.

3. At the volunteer interview, applicants are given a letter that will allow them to obtain a Police Criminal Record Check from their local police service. This clearance is required for ALL Nova Vita volunteers and staff. At that point, we will contact your references. If your records check and references are not satisfactory, your application will be withdrawn and you will be notified. This does not mean that you cannot reapply in the future.

The screening and interview process can take up to three months.

Please be aware that not all who would like to volunteer at Nova Vita will be accepted. Due to the size of our organization and program space restrictions, we can only accommodate a limited number of volunteers each year.

We appreciate the time taken to complete the application and screening process. We will be in touch with you after your application has been received. However, if you have any questions or concerns, please contact me at [kmorris@novavita.org](mailto:kmorris@novavita.org) or 519-752-1005, ext. 216. Again, thank you for your interest in volunteering at Nova Vita Domestic Violence Prevention Services.

Sincerely,

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