



NOVA VITA
Help • Hope • Heal

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. They seek refuge with us to escape the violence in their lives; to receive guidance on their legal and financial rights; and to receive counselling. We provide therapeutic counselling services to women, children and men. We also provide services for homeless women and their children.

We have a variety of volunteer opportunities available – details are contained in the attached application. You can also get more information about our programs by accessing our website at: www.novavita.org.

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 you will receive something back from Nova Vita: training, knowledge and skills in your volunteer area and the wonderful feeling of having contributed to improving the life of someone 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 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 orientation sessions before becoming a member of the Volunteer Team.

The screening steps are as follows:

1. Please read carefully and complete the volunteer application form. You may mail the completed form to our Volunteer Coordinator using the address listed on the application, or you can email it to kbailey@novavita.org.
2. You will note that we ask for the names, addresses, phone number and email address of two references. It is important that we receive complete information as your references will be asked to provide a written reference for you (do not use family members as a reference). Please note that we do not share this reference information with anyone – including you. It is completely confidential.



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3. After Nova Vita receives your completed application with references, your application will be viewed and you will be contacted. This process can take some time. If your references are not satisfactory, your application will not proceed.
4. At your volunteer interview, you will be given a form which will allow you to obtain a Criminal Police Record Clearance from your local police service. This clearance is required for ALL Nova Vita volunteers and staff.

Please be aware that not all who would like to volunteer at Nova Vita will be accepted. Due to our staffing capacity and some program and space limitations, we can only accommodate a limited number of volunteers.

Thank you for the time and effort needed to complete the application and screening processes. We will be in touch with you after your application has been received. However, if you have any questions or concerns prior to that, please contact me at kbailey@novavita.org or 519-752-1005, ext. 216. Again, thank you for your interest in volunteering at Nova Vita Domestic Violence Prevention Services.

Sincerely,

Kara Bailey

Coordinator of Volunteer Services