

**SUPERVISED ACCESS PROGRAM  
Volunteer Application**

Thank you for your interest in volunteering with our program. The Supervised Access program benefits tremendously from the commitment and time given by our volunteers.

The supervised access program provides a safe, neutral, and child-focused setting for children to visit with their non-custodial parent. All visits and exchanges take place under the supervision of trained staff and volunteers. Volunteers observe the visit closely so that they can write a brief, neutral summary of the visit. Volunteers also intervene when comments are made that contravene our program guidelines. Volunteers do not work alone; our staff is on site to support them and the families. Staff has the overall responsibility for the safety of all participants.

We ask that you commit to at least 100 hours of volunteer service, which is the equivalent to supervising 40 visits between non-custodial parents and their child(ren).

**Personal Information**

Last Name

First Name

Street Address

City

Province

Postal Code

Phone (home)

Phone (mobile)

Phone (work)

Email

Language(s) in which you have fluency

English     French     Other (specify)

Languages you understand &/or write

## Questions about You

Briefly outline your experience working with children and families.

What is your experience in dealing with conflict resolution?

Please include information about any other relevant skills and/or certifications.

## Volunteer Commitment

The Supervised Access Program is open Saturdays from 9:30 a.m. to 4:00 p.m. and Sundays from 11:45 to 6:15 p.m. Each visit is 2 hours long. We ask that the volunteers be available to monitor a minimum of one visit every 2nd weekend, however the majority of our volunteers monitor additional visits.

## What happens next?

*The following is a summary of what happens once you have submitted your application.*

### 1. References

Once your application is approved, you will be asked to provide two professional or academic references.

### 2. Police Record Check

Prior to participating in our volunteer orientation, you will need to have a Police Record Check for working with the vulnerable sector. Upon request, we will provide you with a letter indicating your intention to volunteer with the Supervised Access Program. This waives the fee for your Police Record Check.

### **3. Orientation**

This mandatory group training session provides an opportunity for all prospective volunteers to learn more about the program's mandate and goals. It also provides an opportunity for our staff to answer any questions you may have about how the program works. During your orientation, you will explore issues related to maintaining a safe, neutral, and child-friendly atmosphere when working with our clients. You will also run through a number of visit scenarios to prepare you for your role as a visit supervisor. The orientation takes place at 312 Parkdale Avenue.

### **4. E-training**

New volunteers complete four online trainings – writing observation notes, accessibility training, active offer of French language services and intervening during visits. Online trainings must be completed prior to your shadow shift on-site.

### **5. Shadow Shift**

Upon successful completion of all training, new volunteers shadow one of our visits. During your shadow shift, our program staff will ensure that you are comfortable with the facility, clients, and visit procedures. Following this shift, volunteers are assigned a regular shift.

### **6. Evaluation**

Volunteers are evaluated on an ongoing basis to insure they fulfill the program's mandate.

**I have read and understand the above information and I certify that I am 18 years of age or older**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Applications received by email do not require a signature

### **Do you need a reference from us?**

We provide references to any volunteer who has reached 40 hours of service. When providing a reference, we will include information about the training you have completed, your hours of service, your approach with clients, staff and volunteers, your attendance and the quality of your written observation notes.