

Our Mission

Our mission is the help individuals, families and communities achieve their full potential.

Our Vision

Our vision is of a community and an agency that provide a friendly, stimulating, safe and caring environment in which to live and work.

Our Values

Our employees and volunteers share basic values, related to your mission and vision, which are evident in all our initiatives and in the way we work.

We Value:

- ❖ people in all their diversity; individuals, families and communities;
- ❖ treating each person with dignity, respect, fairness, courtesy and compassion;
- ❖ empowerment of people so they can achieve their goals;
- ❖ each other and the work we do;
- ❖ excellence, professionalism and accountability in service;
- ❖ service provided in a timely, courteous and friendly manner;
- ❖ results and outcomes that are effective and efficient;
- ❖ personal and corporate integrity, ethics and responsibility;
- ❖ creativity, ideas, learning, change, innovation and entrepreneurship;
- ❖ a non-adversarial, non-confrontational, cooperative approach;
- ❖ partnerships with individuals, organizations, communities and governments; and
- ❖ public confidence in our work.

Volunteer Coordinator
2420 Montrose Avenue
Abbotsford, B.C. V2S 3S9
(604) 859-7681 Local 254
Fax (604) 859-6334
e-mail: acsvolunteer@paralynx.com
www.abbotsfordcommunityservices.com



People Helping People

Volunteer Opportunities



For information regarding any of our volunteer opportunities:

Call the Volunteer Office at 604-859-7681 Local 254 or
Call the ACS Receptionist at 604-859-7681 Local 0 to book an
appointment with the Volunteer Coordinator.

FOR YOUR INFORMATION...

1. *If you will be working with:*

Seniors

Children or

People with Disabilities

*You will be required to have a criminal record
search.*

2. *You will be asked to provide three references on the
Volunteer Application Form. These three refer-
ences can be employment, friend, neighbour or
volunteer reference.*

3. *Sometimes it can take 2-4 weeks for a program
supervisor to let you know whether he/she needs
volunteers at the present time or not.*

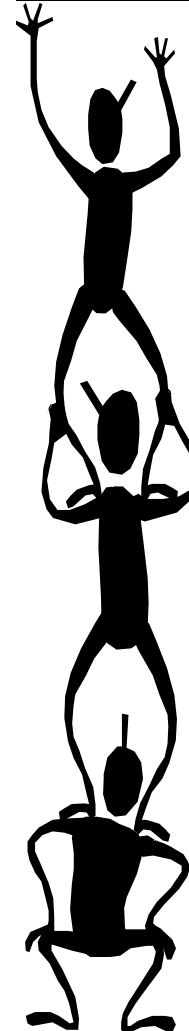
Volunteers are the lifeblood of any community.
Our Food Bank and Services for Seniors could not survive
without them.

Many of our other services depend on them too.
During the past year, over 1000 volunteers provided over 50,000
hours of service.

Our programs require a TEAM effort.

Volunteers are an important part of the TEAM.

Together
Everyone
Achieves
More



Did you know that
volunteering is a way to:

- Practice or learn new skills
- Get a reference
- Build your resume
- Help others
- Feel good about your self
- Make new friends

IF YOU WOULD LIKE TO DO PHYSICAL LABOUR:

Choose from these opportunities:

RECYCLING

Volunteer needs: Ongoing
of Volunteers: 3
Hours: Flexible

Mandatory Training: Yes

Time Commitment: No

Location of Worksite:

33670 Valley Road
*No public transport available

Job Description:

Plant Work
Cleaning/Sweeping
Sorting/Baling
Office
Answer telephone
Filing/photocopying
Shipping/receiving

Qualifications:

Dependable
Good physical condition
Good work ethics
Reliable transportation
*No bus routes available

CUSTODIAL/MAINTENANCE

Volunteer needs: Ongoing
of Volunteers: 2
Hours: Flexible

Mandatory Training: No

Time Commitment: 150 hours

Location of Worksite:

ACS Buildings/Off site facilities

Job Description:

Janitorial Duties
Assistant maintenance duties
Landscaping
Yard maintenance
Painting
*150 hour practical work
experience with certificate
available

Qualifications:

Reliable
Good physical condition
Able to work independently
Hard worker

IF YOU WOULD LIKE TO WORK IN AN OFFICE:

Choose from these opportunities...

CENTRAL SUPPORT

Volunteer needs: Ongoing
of Volunteers: 1-2
Hours: Flexible

Mandatory Training: Yes

Time Commitment: No

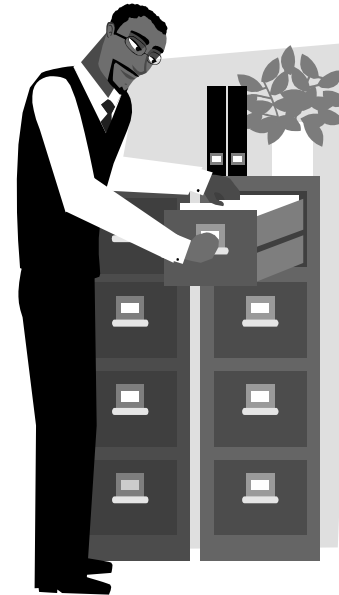
Location of Worksite: ACS

Job Description:

Inventory
Data Entry
Faxing, photocopying
General office duties

Qualifications:

Word processing (50 wpm)
Windows/ Microsoft Office
Attention to detail
Independent and team player



"We make a living by
what we get;
We make a life by what
we GIVE."
Successories

IF YOU WOULD LIKE TO WORK IN AN OFFICE,

Choose from these opportunities:

COUNSELLING, YOUTH & FAMILY SUPPORT SERVICES

Volunteer needs: Ongoing
of Volunteers: 1
Hours: Flexible

Mandatory Training: No, but confidentiality agreement

Time Commitment:
Occasionally

Location of Worksite: ACS

Job Description:

Filing
Preparing binders
Sorting
Preparing promotional material
Admin. related tasks

Qualifications:

Admin. background or interest
Professional work ethic
Organizational skills
Understanding of counseling and youth related programs

RESOURCE DEVELOPMENT/ SPECIAL EVENTS

Volunteer needs: Ongoing
of Volunteers: 1-2
Hours: Occasionally

Mandatory Training: No

Time Commitment: Special Events, Mail Campaigns

Location of Worksite: ACS and off site for special events

Job Description:

Clerical duties
Data Entry
Envelope stuffing
Telephoning (updating mail lists)
Telephoning (donor contacts)
Set up for Special Events
Soliciting Donations

Qualifications:

Typing skills
Organized/ Reliable
Independent and team worker
Willingness to try new tasks
Pleasant manner/ courteous
Creative

Choose from these opportunities:

YOUTH RESOURCE CENTRE ABBOTSFORD MENTOR PROJECT

Volunteer needs: Ongoing
of Volunteers: 5
Hours: 2 hours, once a week

Mandatory Training: Yes

Time Commitment: 1 year

Location of Worksite: Community

Job Description:

Positive adult role model
Empower youth
Build positive relationships
Take as much time as the youth needs to be comfortable

Qualifications:

Patience
Listening skills
Non-judgmental

FAMILY CENTRE

Volunteer needs: Ongoing
of Volunteers: 3 – 5
Hours: 8:30am – 4:40pm

Mandatory Training: No

Time Commitment: 2 months

Location of Worksite: ACS and special event locations

Job Description:

Set up/clean up classroom
Assist class leader
Miscellaneous office tasks
Assist with special events and activities
Office/phone work

Qualifications:

Good communication skills
Time management
Organizational skills
Independent worker
Team player
Enjoy working with children
Cheerful/punctual/patient

**IF YOU WOULD LIKE TO WORK WITH CHILDREN,
TEENS OR THE COMMUNITY,**

**FOOD BANK, CHRISTMAS
BUREAU AND GLEANERS**

Volunteer needs: On going
of Volunteers: 25+
Hours: Flexible

Mandatory Training: No

Time Commitment: 6 months
for some, others seasonal

Location of Worksite: ACS
Food Bank

Job Description:

Sorting food
Packing hampers
Driving truck
Receiving clients at front door
Distributing hampers
General clean up
Receiving donations

Qualifications:

Driver's License
Good health
Willing to help others
Empathy

BEST FOR BABIES

Volunteer needs: Ongoing
of Volunteers: 2-3
Hours: 8:30am-4:30pm

Mandatory Training:
Orientation

Time Commitment: No

Location of Worksite: ACS
Old Courthouse Building

Job Description:

Office
Childcare
Food preparation
Drop-in (Sikh Temple)
Phone Calls

Qualifications:

Computer skills (typing)
Office experience
Experience childminding
(with references)
Cheerful and pleasant

**IF YOU WOULD LIKE TO WORK WITH PEOPLE WITH
DISABILITIES,**

Choose from these opportunities:



**STAR Club
(Special Needs Activity Program)**

Volunteer needs: Ongoing
of Volunteers: 2
Hours: Friday and Saturday

Mandatory Training: Observe
class for one day

Time Commitment: Sept – June
Also—July-August

Location of Worksite:
Montvue Street

Job Description:

Assist Mentally challenged children
and teens in a recreational and
social environment

Qualifications:

Prefer experience in children's
programs
Some knowledge of behaviour
challenges
Energetic/self-motivated
Calm/patient in stressful situations

"All of us are born for a
reason, but all of us don't
discover why. Success in
life has nothing to do
with what you gain in life,
or accomplish for your-
self. It is what you do for
others."

Danny Thomas

IF YOU WOULD LIKE TO WORK WITH PEOPLE WITH DISABILITIES,

Choose from these opportunities:

LIFE CHALLENGE

E.P.I.C. (Employing People in the Community)

Volunteer needs: On going
of Volunteers: 9
Hours: Afternoons

Volunteer needs: Occasional
of Volunteers: 1
Hours: 9:00am-2:00pm
Thursday or evening special events

Mandatory Training: No

Mandatory Training: Yes

Time Commitment: No

Time Commitment: No

Location of Worksite:

ACS Building

Location of Worksite:

ACS – Old Courthouse Building
Off site for social events

Job Description:

Set up chairs
Set up craft supplies, games
Pre-fab crafts
Dishes
Coffee
Clean up

Job Description:

Work one-on-one with clients
Assist with community access skills
Tutoring

Qualifications:

People skills
Friendly
Energetic

Qualifications:

Experience working with people with a developmental disability
Knowledge of the Community Living Movement
Effective communication skills
Energetic
Positive Attitude

Choose from these opportunities:

IMMIGRANT SETTLEMENT COUNSELLING

LEGAL ADVOCACY

Volunteer needs: Ongoing
of Volunteers: 2-3
Hours: 8:30am – 4:30pm

Volunteer needs: Ongoing
of Volunteers: 1
Hours: 8:30am— 4:30pm

Mandatory Training: No

Mandatory Training: Yes

Time Commitment: Yes

Time Commitment: 4 months

Location of Worksite: ACS & travelling

Location of Worksite: ACS

Job Description:

Answering the phone
Particular office duties (training will be provided)
Assisting clients

Job Description:

Filing
Calling clients for meetings/ sessions
Checking messages

Qualifications:

Bilingual in English and another language
Good interpretation/translation skills
Willing to go to different offices and interpret
Reliable

Qualifications:

Able to speak Punjabi
Read, write, speak English
Basic computer skills

“The greatest discovery of any generation is that a human being can alter his life by altering his attitude.”

William James

IF YOU WOULD LIKE TO WORK IN A MULTICULTURAL SETTING,

E.L.S.A. (English Language Services for Adults)

Volunteer needs: Often
of Volunteers: 4-12
Hours: Mornings/Evenings

Mandatory Training: No

Time Commitment: Regular

Location of Worksite: ACS classroom or office

Job Description:

Tutoring students one-on-one
 Monitoring students
 Assisting teachers
 Field trips and outings
 Photocopying

Qualifications:

Experience in a classroom or enrolled in TESL
 Good communication skills
 Organized
 Computer/word processing skills
 Patient
 Culturally sensitive

D.E.A.R.S. (Diversity Education and Resource Services)

Volunteer needs: Ongoing
of Volunteers: Varies
Hours: Flexible

Mandatory Training: Must pass enhanced security clearance

Time Commitment: No

Location of Worksite: Primarily, Rick Hansen Secondary

Job Description:

Attend coalition meetings
 Assist in community promotions/development of human rights initiatives

Qualifications:

19 years of age or older
 Experience working with youth
 Genuine interest in promoting human dignity
 Understanding of diversity and discrimination

IF YOU WOULD LIKE TO WORK WITH SENIORS,

Choose from these opportunities:

LUNCH WITH THE BUNCH

Volunteer needs: Ongoing
of Volunteers: 15
Hours: 9a.m.-1:30p.m. Mondays

Mandatory Training: Orientation

Time Commitment: 3 months

Location of Worksite: Traveling or Jasbir Saran Room ,ACS

Job Description:

Responsible for picking up 2-3 clients and delivering them to lunch facility and home again
 Assist clients getting in and out of vehicle (chairs, walkers, etc.)
 Must have own vehicle
 Also –assisting with Lunch, clearing, interacting with clients

Qualifications:

Patient
 Understanding
 Good physical health
 Cheerful
 Enjoy Seniors
 Compassionate

INCOME TAX

Volunteer needs: Feb—May
of Volunteers: 25
Hours: 9:00am—4:30pm

Mandatory Training: Yes

Time Commitment: 4 months

Location of Worksite: ACS

Job Description:

Filing in income tax, related forms and other government applications. i.e. pensions, supplements

Qualifications:

Patient
 Understanding
 Detail oriented
 Communication skills

IF YOU WOULD LIKE TO WORK WITH SENIORS,

Choose from these opportunities:

SENIOR'S OFFICE

Volunteer needs: Ongoing
of Volunteers: 4
Hours: 8:30am-4:30p.m.

Mandatory Training: No

Time Commitment: Long term

Location of Worksite: ACS
Seniors Department

Job Description:

Filing
Answering telephone
Taking messages
Typing

Qualifications:

Good communication skills
Good command of written and verbal English
Ability to deal effectively with public
Able to get along with others
Flexible/reliable

MEALS ON WHEELS

Volunteer needs: Ongoing
of Volunteers: 60
Hours: 11:00a.m.-1:00p.m.

Mandatory Training:
Orientation

Time Commitment: 3 months

Location of Worksite: ACS
and delivering to clients

Job Description:

Picking up meals from ACS
Delivering meals to clients
Returning containers
Must have own vehicle

Qualifications:

Driver's Abstract
Non-judgmental
Patient
Understanding of Seniors' needs
Cheerful
Good sense of humour
Enjoy Seniors

IF YOU WOULD LIKE TO WORK IN A MULTICULTURAL SETTING,

Choose from these opportunities:

EMPLOYMENT MENTORS

Volunteer needs: Ongoing
of Volunteers: 25—50
Hours: Flexible

Mandatory Training:
Orientation

Time Commitment:
4-6 months or dependent on professional relationship

Location of Worksite: From your home and/or work

Job Description:

Make contact with newcomer on a regular basis.
Contact newcomer on a regular basis.
Assist in establishing professional networks.

Qualifications:

Believe in ACS' mission
Employed in Canadian system for minimum 5 years
A good understanding of Canadian workplace

HOST PROGRAM

Volunteer needs: Ongoing
of Volunteers: 50
Hours: Flexible

Mandatory Training:
2 hours

Time Commitment:
6-12 months

Location of Worksite: Variety

Job Description:

Meet with a newcomer once a week, 2-3 hours for friendship, practicing English and showing newcomers around our community

Qualifications:

Over 18 years of age
Canadian Citizen or long time Permanent Resident
Fluent in English and desire to learn about other cultures
Familiarity with newcomer needs