Dear Applicant,

Thank you for your interest in becoming a volunteer with the University of Alberta Sexual Assault Centre. The Centre provides an excellent volunteer opportunity, while enabling you to gain valuable skills and experience. We are looking for empathetic, non-judgmental and dedicated individuals who want to contribute to the campus community in a meaningful way. In particular, we are looking for people with flexible schedules, familiarity with campus life, strong communication and interpersonal skills, and who have a desire to help others. We welcome people of all genders, sexualities, backgrounds and abilities to apply.

The following pages explain the Centre’s mandate, services, and volunteer activities, policies and commitment. Please take time to read through all of the information in order to ensure that this volunteer opportunity suits your interests and that you are comfortable with the Centre’s policies.

To apply to the volunteer program please complete the subsequent Volunteer Application Form. You may submit an application online at www.sac.ualberta.ca, via email sexualassaultcentre@ualberta.ca, or drop it off in person to the U of A Sexual Assault Centre located on the second floor of the Students’ Union Building (2-705 SUB). Applicants will be considered for interviews beginning in February, and interviewing will continue throughout the spring. Successful applicants will be selected in June for volunteer training which begins in August. Please note that applications are accepted between the months of January and May.

Thank you again for your interest in becoming involved in this very important service. If you have any questions, please feel welcome to drop by the Centre, phone me at 780-492-9021, or email me at volcoord@ualberta.ca.

Sincerely,

Paige Cahill, Volunteer Program Coordinator
University of Alberta Sexual Assault Centre

“Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has.”

Margaret Mead
University of Alberta Sexual Assault Centre
Volunteer Application Information

Our Mandate:

The University of Alberta Sexual Assault Centre provides a safe place on campus where unconditional support, confidentiality, respect, and advocacy are available to those affected by sexual assault or abuse, sexual harassment, relationship violence or stalking. The U of A Sexual Assault Centre works towards creating a campus community free of sexual violence.

Services Offered:

Services offered by the University of Alberta Sexual Assault Centre are free of charge and are available to persons of all genders, sexualities, abilities and backgrounds.

We Provide:

• Anonymous drop-in, telephone or email crisis support and information;
• Options, referrals, and resources;
• Comprehensive counseling and psychological services;
• Support and information for partners, friends and family;
• Accompaniment and advocacy for individuals who choose to seek medical attention, report to the police or University of Alberta Protective Services, or who are involved in a court process or similar proceedings at the University of Alberta;
• Advising services for faculty and staff;
• Education and prevention workshops on sexual violence.
University of Alberta Sexual Assault Centre
Volunteer Application Information

Volunteer Activities

Volunteers with the U of A Sexual Assault Centre may be involved in a variety of different activities. Individual volunteer roles and duties will be determined throughout the training process and may include some or all of the following:
- Provide in-person or telephone crisis support, information and resources to SAC clients;
- Facilitate education workshops to classes on the topic of sexual violence;
- Plan and participate in campus-wide awareness and prevention initiatives;
- Work on projects that contribute to the growth and enhancement of the SAC;
- Organize social events to enhance volunteer engagement;
- Provide administrative support to the SAC staff.

Volunteer Policies:

The following policies are to ensure that the Sexual Assault Centre volunteers are able to meet the needs of our service and the broader campus community.

Volunteers at the U of A Sexual Assault Centre must be comfortable with and able to:
- Provide services to persons of all cultural heritages, religious backgrounds, genders, sexual orientations, and abilities;
- Provide all three options (of adoption, abortion, and parenting) without judgment to clients who present with concerns of pregnancy;
- Maintain confidentiality both during and after volunteering at the Centre;
- Commit to volunteering for a period of one academic year (September through April).

Volunteers at the U of A Sexual Assault Centre cannot:
- Have used the support services of the U of A Sexual Assault Centre regarding their own experience within the last year;
- Volunteer with the Sexual Assault Centre without successfully completing: an interview, reference checks, the Edmonton Police Service’s Security Clearance Check, and all of volunteer training;
- Have used sexualized violence against, or stalked, another individual;
Commitment as a Sexual Assault Centre Volunteer:

Training:
All volunteers will complete crisis intervention training, which will provide them with the information and skills needed to be able to carry out their duties as a volunteer. Training is also an excellent opportunity to get to know, and learn from, the other new and returning volunteers.

- Volunteer training is 60 hours in length, and it is held on evenings and weekends in late August/early September. All volunteers must complete volunteer training before they can actively participate in the Centre.
- Attendance at all of volunteer training is mandatory in order to maintain a high standard of service.
- Volunteers will be offered the opportunity to attend ongoing training sessions throughout the year.

Shifts:
Volunteers are expected to commit a minimum of 4 hours per week to the Centre; 3 hours on shift and approximately 1 hour for committee meetings/projects. The shifts are scheduled by the volunteers themselves, and all 3 hours do not have to be completed in succession.

Committees:
The committees are an important part of the Sexual Assault Centre as they enable volunteers to work on various projects that contribute to the growth of the Centre, which in turn, strengthen the services offered to our clients. Volunteers will be responsible for participating in one of the following committees:

- Awareness Committee
- Education Committee
- Engagement Committee

Meetings:

- Attendance at the January Annual General Meeting is mandatory.
- Committee meetings will be held as necessary, and volunteer committee members are expected to attend these meetings.

Events:

- Sexual Assault Awareness Week occurs twice a year, and is the Centre’s primary means of raising awareness about the issue of sexual assault on campus. Volunteers are expected to participate in or assist with the preparation of various activities associated with Sexual Assault Awareness Week.
- Throughout the year, the Engagement Committee organizes social events that help volunteers stay connected to each other and to the Centre. Volunteers are expected to attend at least one social event per semester.