



Title: Volunteer Application	Internal/ External
Department: Recreation and Leisure	Policy Number RL-005
Approval Date: December 17 th , 2013	Implementation Date: December 18 th , 2013

BACKGROUND:

The Volunteer Application Form was approved by Council on December 17th, 2013.

PURPOSE:

This policy outlines the requirements for applying to volunteer with the Town of Paradise Recreation and Leisure Services Department.

POLICY STATEMENT:

All persons wishing to volunteer with the Town of Paradise must fill out a *Volunteer Application Form*. This form requires the applicant to provide personal information, skills and interests, previous volunteer experience, volunteer interests and personal references. Further, applicants will be required to provide a current RNC Certificate of Conduct and Vulnerable Sector Check. The cost for completing these certificates will be covered by the Town.

GUIDELINES AND PROCEDURES:

1. Application:

- (i) Application forms can be printed from the Town of Paradise website, or picked up at the Rotary Paradise Youth and Community Center (RPYCC) front desk.
- (ii) Completed applications can be submitted to the RPYCC front desk or by e mail to rpycc@townofparadise.ca

REVIEW:

Chief Administrative Officer:  Date: Jan 7/14