

NOVA West Island – Volunteer Opportunities

Activities	Adult Day Centres	Palliative Home Visits	Medical Transport	Fundraisers	Thrift Shops for NOVA
Function	Provide a warm and friendly atmosphere for elderly clients with dementia to feel welcome, secure and happy while allowing the caregiver valuable time off. This allows the client to remain in their own home for a longer period of time.	Visit palliative care, cancer or ALS patients in their homes in order to provide a friendly, caring and reliable contact for the patient, as well as valuable time off for the caregiver. This allows the patients to remain in their own home for a longer period of time.	Provide transportation to cancer patients to and/or from their medical appointments. This allows the patients relief from the stress of driving in traffic, finding parking as well as financial strain as they cope with the ongoing series of appointments. Provides caregiver respite.	Big or small, we appreciate all events organized by our fundraising committees as well as third parties. We are extremely fortunate to have the support of many individuals, companies, associations and community organizations.	Volunteers generously offer their time to the Thrift Shops either in the stores or behind the scenes by preparing the donated goods and offering them for sale in the 6 different locations.
Tasks	<ul style="list-style-type: none"> • Welcome clients to the Day Centre • Encourage clients to interact and participate • Assist with arts & crafts, mental stimulation and music activities • Interested volunteers can help cook the hot lunch offered using either the day centre kitchen or brought in from home • Entertain through music/singing/pet therapy • Become a “pen pal” for our clients through weekly phone or virtual contacts • Provide input in programming activities 	<ul style="list-style-type: none"> • Meet clients in their homes as a friendly visitor • Depending on the patient’s health, the role may vary from friendly conversation to quiet companionship as the patient sleeps • No medical or hands on treatment is involved nor allowed 	<ul style="list-style-type: none"> • Drive patients from home to medical appointments (local or downtown) • Return patients to their home after treatments or appointments • Be a friendly face to a person who may need kindness and support • It is not mandatory to remain with the patients during their appointment 	<ul style="list-style-type: none"> • Organize a fundraising event in your workplace to raise money for NOVA, such as a bake sale, jeans day, clothes/toy/book drives for the Thrift Shops for NOVA, etc • Participate in one of our annual events to help us either individually or as a group, such as our Tree of Life event, Art show, Yoga for NOVA or golf tournament 	<ul style="list-style-type: none"> • Receive, sort, display and sell goods to the community • Prepare the donated goods to sell in the various shops • Welcome customers and entice them to buy • Repair or/and clean items • Drivers to transport donated goods between stores as well as movers for furniture • Help promote the cause
Commitment	Once a week, once a month for cooking or music	As per volunteer’s schedule and client’s needs	As per volunteer’s schedule and client’s needs	As per volunteer’s schedule and interest	Three-hour shifts, once or twice a week (10 am-1 pm or 1 pm-4 pm)

Benefits	<ul style="list-style-type: none"> • Help many wonderful seniors • Work as a team • Put your existing skills to work and develop new ones • Leave energized from working in such a warm and caring environment • Participate in ongoing training and workshops 	<ul style="list-style-type: none"> • Know that the help you provide is vitally important & appreciated • Support a cause that you believe in • Stay active and involved in your community • Put your existing skills to work, discover new interests • Meet interesting people • Participate in ongoing training and workshops 	<ul style="list-style-type: none"> • Know that the help you provide is vitally important and appreciated • Compensation for gas costs • Support a cause that you believe in • Ability to volunteer as you drive your regular commute to or from work • Meet interesting people 	<ul style="list-style-type: none"> • Collect money to help vulnerable people • Know that the help you provide is vitally important & appreciated • Support a cause that you believe in • Stay active and involved in your community • Put your existing skills to work, discover new interests • Meet interesting people 	<p>FOR MORE INFO CONTACT: novahelpwanted@gmail.com or 514 457 1642 or https://www.facebook.com/ThriftShopsForNovaBoutiquesdoccasionPourNova/</p> <ul style="list-style-type: none"> • Raise much needed funds to support NOVA West Island • Make a big environmental difference (Reduce, Reuse, Recycle)
Training	<ul style="list-style-type: none"> • 1:1 mentoring with experienced ADC volunteer/cook • Monthly volunteer-staff meetings with ADC Manager • Yearly volunteer-staff meetings with Executive Director • Educational opportunities with NOVA, Alzheimer Society of Montreal (ASM) and Alzheimer group Inc. (AGI) related to Alzheimer disease, communication, behavioral management... 	<ul style="list-style-type: none"> • Spend one day on the road with experienced palliative care nurse • Yearly teaching session/meeting with experienced palliative care nurse • Support and guidance from Coordinator of volunteer home visitors 	<ul style="list-style-type: none"> • Meeting with Coordinator of volunteer drivers and Executive Director • Reference documents provided related to healthcare establishments coordinates and guidelines 	<ul style="list-style-type: none"> • Meeting with Coordinator of Fundraising & Communication, Executive Director, staff and other volunteers involved in the different events 	<ul style="list-style-type: none"> • Meeting/interview with Thrift Shop volunteer coordinator • 1:1 on-the-job training with experienced volunteer

Complementary volunteer integration guidelines

- All new volunteers have an individual meeting with Executive Director to review NOVA's mandate, mission, vision, programs and services and volunteer roles & responsibilities
- All new volunteers receive a general information and orientation package in addition to other documents specific to the program they volunteer in
- All volunteers are subjected to a police check
- Office volunteers receive training and support from administrative assistants
- Members of the Board of Directors receive a Board Information Booklet outlining the bylaws, code of conduct, strategic plan...
- Carousel program volunteers receive individual and group training for the two annual week-end bereavement camps
- Annual volunteer recognition event: in the spring we hold a celebration during National Volunteer Week