



Inspiring all girls  
to be strong,  
smart and bold<sup>SM</sup>

## Girls Incorporated of Durham

### Program Volunteer Description

Updated June 20, 2008

#### Terms of Reference

Girls Incorporated of Durham empowers girls to believe in themselves and reach their full potential. We inspire all girls to be Strong, Smart, and Bold through advocacy, education and programs. As the only all-girl agency in Durham Region, we offer an environment that encourages girls and young women to grow, to develop confidence in themselves and to reach their full potential. The Program volunteers commit to supporting and guiding girls and young mothers at a critical time in their life. These supports may include areas of career opportunities, life skills, education, health, comfort, housing and community support systems

#### **Program Volunteer Role**

- To assist in the delivery of group and after-school programs, PA Day Programs, March Break Camps and Summer Camp opportunities
- Serve as a positive role model and friend
- Build a relationship with the girls involved by planning and participating in activities
- Strive for mutual respect
- Build self-esteem and motivation
- Help set goals and work toward accomplishing them

#### **Time Commitment**

- A one-year commitment
- Spend a minimum of 3 – 6 hours per month
- Attend an initial two-hour orientation/training session and additional two-hour training sessions twice during each year of participation in the program
- Attend group activities as per schedule with Program Volunteer Coordinator

#### **Participation Requirements**

- Must be female
- Must be 18 years of age or older
- Preference given to volunteers residing in Durham Region
- Be interested in working with girls and young women
- Be willing to adhere to all program policies and procedures
- Be willing to complete the application and screening process
- Attend orientation/training sessions as prescribed
- Provide own transportation to and from program location
- Be willing to participate in specific program training opportunities as provided
- Be willing to communicate regularly with Program Volunteer Coordinator, submit activity information and take constructive feedback regarding group activities
- Have a clear criminal history

- No use of illicit drugs
- No use of alcohol during program hours
- Not currently in treatment for substance abuse and have a non-addictive period of at least 5 years
- Not currently in treatment for a mental disorder or hospitalized for such in the past 5 years

### **Desirable Qualities**

- Willing listener
- Encouraging and supportive
- Patient and flexible
- Tolerant and respectful of individual differences

### **Benefits**

- Personal fulfillment through contribution to community and individual
- Satisfaction in helping someone mature, progress and achieve goals
- Training session and group activities
- Personal ongoing support
- Group activities, complimentary tickets to community events (where available), participation in recognition events

### **Application and Screening Process**

- Written application
- Reference checks (including 2 personal, 1 employer and 1 medical)
- In-office interview
- Criminal Reference check including section for Vulnerable Population
- Attendance at initial 2 hour Orientation/Training Session

For more information, contact the Program Volunteer Coordinator at Girls Incorporated of Durham, at 905 428-8111, ext. 23 or by email at [lcurley@durham.girls-inc.org](mailto:lcurley@durham.girls-inc.org)