



# Volunteer Onboarding Process

Please see the steps below for an overview of the Volunteer Onboarding Process

## 1 Application

Please fill out and submit our online application form to our volunteer coordinator. After you send in your application the volunteer coordinator will set up an initial meeting.

## 2 Initial Meeting

The initial meeting will consist of an interview, a review of all required paperwork and documents, a discussion of the volunteer role(s) you are interested in, and a summary of the mandatory training.

## 3 Training

After your initial meeting, the volunteer coordinator will sign you up for mandatory online training. **Indirect volunteers** will be required to take a 3-module training course. **Direct volunteers** will be required to take a 13-module training course. You are given the option to complete this online at home, or we can make accommodations if you would like to complete this at ARCH with assistance. **All volunteers** are required to complete a mandatory 4-hour training in person at ARCH. The volunteer coordinator will provide you with training dates after the completion of the paperwork and online training.

## 4 Shadow Shift

Once you have completed your paperwork and mandatory training, the volunteer coordinator will sign you up for 3 shadow shifts. This will provide you the opportunity to learn the role from another experienced volunteer.

## 5 Fully Onboarded Volunteer

You are now an official volunteer and will be able to sign yourself up for shifts in coordination with the volunteer coordinator.

If you have any questions please reach out to our volunteer coordinator  
705-942-1556 ext. 245 or [polutanovichj@archhospice.ca](mailto:polutanovichj@archhospice.ca)