



Dear Prospective Volunteer,

Thank you for your interest in volunteering with Anova previously known Sexual Assault Centre London (SACL) and Women's Community House (WCH).

This information package will give you more details about becoming a volunteer with us, please consider the options carefully before making your decision.

Volunteering with Anova does require a commitment of varied hours of training, depending on your interest. The dates for the next training session will be sent to applicants once they are set. Prior to the start of training all applicants will be required to come in and meet with our Volunteer Coordinator(s) for a pre-training/screening interview.

Please complete the Volunteer Application Form and email to Chantelle at [chantellel@anovafuture.org](mailto:chantellel@anovafuture.org) or drop off, fax or mail to our office.

We are looking forward to hearing from you soon!

Chantelle Lowes [chantellel@anovafuture.org](mailto:chantellel@anovafuture.org)  
Volunteer & Peer Support Coordinator

Carolyn Smale [carolyns@anovafuture.org](mailto:carolyns@anovafuture.org)  
Volunteer Coordinator



Sexual Assault Centre London and Women's Community House now known as Anova has been part of the London community since 1975. Over the last many years both organizations have developed into community leaders in the fight to eliminate sexual and domestic violence against women and creating safe(r) communities for all.

### Our Vision

An inclusive world of shared power where everyone lives freely without fear of violence.

### Our Mission

Creating communities of safe spaces.

Compassion

Healing

Renewal

Hope

Resilience

Advocating for social & political change

### Core Values

Grounded in our feminist roots, we value:

Equality, Respect, Integrity, Connection, Accountability

**We believe that “trained volunteers form the foundation of our organization and play a vital role in the delivery of services.”**

### Who We Serve

ANOVA provides individual and group counselling for female identified folks 15 years and older who have experienced any form of sexual violence. We also provide shelter beds for women identified folks experiencing domestic violence. Our varied services including our 24-hour Helpline, transitional outreach, education, advocacy and much more provide support to all those who have been impacted by gender based violence.

101 Wellington Road • London • ON N6C 4M7 • Ph: 519.642.3003 • Fax: 519.642.3002 • TTY: 519.963.0427

[anovafuture.org](http://anovafuture.org)

formerly Women's Community House & Sexual Assault Centre London

Charitable Registration Number – 12358 2348 RR0001

## Volunteer Opportunities Include:

- 24-hour Help-line (Must be 18yrs+)
- Accompaniments (Must be 18yrs+)
- Office support/ reception coverage
- Child Care
- Retail at Mine101 Store
- Kitchen Support
- Public Education Programs
  - Includes Centre Events
- Fundraising
- Committees
- Donation Sorting
- Special Projects

*As a volunteer you will become a community mobilizer helping us create safe(r) inclusive communities.*

## Requirements:

1. 16 years of age or Older (Must be 18yrs of age for Help-Line or Accompaniments)
2. Ability to provide a cleared Vulnerable Sector police check before completing training.
3. Act within the spirit of our Vision/Mission/Core Values.
4. Adhere to our policies and procedures.
5. Maintain confidentiality as outlined in the Confidentiality Policy.
6. Commit to the time requirements
7. Attend all required training sessions and/or orientation sessions.

Although prospective volunteers will complete an initial screening interview, training/orientation is part of the screening process.

## Expectations/Information:

1. Anova accepts all individuals as potential volunteers. Anyone who is interested is eligible to apply for a position.
2. We ask that you make a commitment to being a volunteer in the program for at least one year.
3. Volunteering on the Help-line, we ask that you work a minimum of 12hrs each month as they are available. You sign up for your shifts according to your availability. Flexibility with shifts is available upon request.
4. Volunteers will attend monthly meetings to share information, to get support, to participate in on-going training and to contribute to decision-making about the program's operation.
5. Help-line volunteers answer calls from our Wellington Shelter Location.
6. Volunteers will provide emotional support, safety planning, information, service connection to anyone who calls into the helpline.
7. You will maintain statistics on appropriate forms and keep them safe and confidential until they are handed over to the Volunteer Coordinator.
8. If you are unable to cover a shift you have signed up for, it is your responsibility to find a volunteer to take the shift for you and to inform the Volunteer Coordinator(s) of the change.
9. 2 Volunteers are scheduled at a time to answer Help-Line calls. Other volunteers, backup, and staff are available for your support. If you have concerns regarding the work, the Volunteer Coordinator(s) is available to meet with you.

### Training Requirements:

Training requirements vary depending on your volunteer interests and are as follows:

Volunteer Position of Interest:	Module Required & Total Training Hours:
Seasonal/Special Events, Donation Sorting & Mine 101 Retail Store.	Module 1 = 15 hours of in-class training.
Kitchen Support and Child-minding	Module 1 & 2 = 18 hours of in-class training
HelpLine, Public Education, Office Support & Accompaniments	Module 1, 2 & 3 = 39 hours of in-class training and 1 online training topic.

Applicants are welcome to attend additional training modules if they'd prefer regardless of their volunteer position of interest.

During training, prospective volunteers will be given a volunteer manual that provides more information regarding policies and procedures and the training covered in class.

### Training Modules:

Module:	Topics Covered:
<b>1</b>	Self-Care, Foundations for VAW Work Part 1 & 2 (Feminism, Rape Culture, Sexual Violence & Domestic Violence), Bill 168 & AODA, Anti-oppressive practice (incl. LBGQ+ and Trans Awareness), Understanding & Responding to Trauma
<b>2</b>	Bystander Intervention & Duty to Report
<b>3</b>	Help-Line Basics, Suicide Intervention, Safety Planning, Support Practice, Human Trafficking, Sex Positivity, Pornography, Lived Experience Panel, Criminal Justice System, Regional Sexual Assault & Domestic Violence Treatment Centre Tour, Public Education and Review.



## If You Are a Survivor of Violence

The issue of sexual and domestic violence is a painful one no matter what our personal experience is with it.

We have learned from volunteers who are survivors that it is important to have a clear understanding of how the violence has impacted one's life. Working on the Helpline can bring old memories forward and stir up many feelings. We ask, therefore, that volunteers who are survivors be at a place in their healing journey where they can cope with these memories and feelings.

## Diversity

As part of Anova's work against racism and other oppressions, we strive to reflect the diversity of the communities we serve. Volunteers who are, First Nations, Métis, immigrant, refugee, LGBTQQ, from the Trans community, racialized communities, and those with varying abilities, are encouraged to apply.

## Process to Becoming A Volunteer

1. Read this information package carefully
2. Once we receive your application, you will be invited to a screening interview and/or orientation with the Volunteer Coordinator(s). If both you and the interviewer agree you are a good candidate, you will be invited to enter the training program.
3. Although prospective volunteers will complete an initial screening interview, training is an on-going screening process and the training coordinator will address concerns as they come up.
4. Training attendance is **MANDATORY**.
5. You will be asked to show us a current police check by the end of training.
6. You will be evaluated throughout the training. You will be asked to participate in role plays to practice your skills responding to various scenarios.



## IN CLOSING

You have reached the end of the information package. Hopefully, it has given you the information you need to make your decision. If you have questions or require more information, please feel free to contact us at the office or through e-mail at [volunteer@anovafuture.org](mailto:volunteer@anovafuture.org)

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## Volunteer Application Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (H) \_\_\_\_\_ (C) \_\_\_\_\_

Email \_\_\_\_\_

1. Are you 18 years of age or over:

Yes  No If no, what is your age \_\_\_\_\_.

2. Volunteering with ANOVA requires personal commitment and dedication.

Are you:

Able to attend monthly volunteer meeting  Yes  No

Able to make a one year commitment to ANOVA  Yes  No

3. Is there a particular type of volunteer work that you are interested in?

Helpline (Continual 24hr need) - Answered only by women identified individuals	
Accompaniments (based upon request)	
Office Support/Reception coverage	
Child Minding	
Season/Special Events & Fundraising	
Public Education (based on requested need)	
Kitchen Supports	
Donation Supports	
Mine 101 Retail Store	

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4. Have you ever used any of Sexual Assault Centre London or Women's Community House's services?

Yes

No

If yes, when \_\_\_\_\_

5. What is your present occupation, or what previous jobs have you had? If you are a student, what program and what year of your program are you in?

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6. What qualifications, skills or experience can you share as a volunteer?

Resume Attached.

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7. Why are you interested in volunteering with ANOVA?

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8. Is there any other relevant information you would like to share.

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9. A criminal reference check is required for all volunteers with our agency. This involves a check of police records. Would you be willing to have a security check completed?

Yes

No