



SAINT JOHN NEWCOMER CENTRE

75 Prince William Street, Suite 100, Saint John NB E2L 2B2
Tel: +1(506) 642-4242 Email: sherry.calunsag@sjnewcomers.ca
www.sjnewcomers.ca

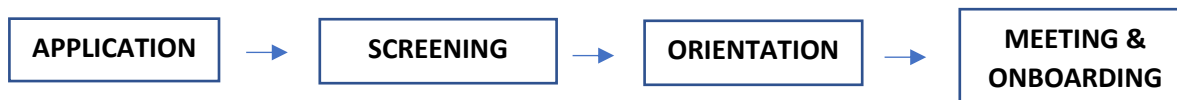
Thank you for your interest in volunteering with the Saint John Newcomer Centre!

Note: Please submit the follow documents together. Use the Required Documents Checklist below to stay organized.

<u>REQUIRED DOCUMENTS CHECKLIST</u>	
<input type="checkbox"/>	SJNC Volunteer Application Form - Complete and fill up the registration form.
<input type="checkbox"/>	Resume or CV with References - Prepare current resume or CV highlighting relevant experience. Provide at least two references (name, contact information, relationship).
<input type="checkbox"/>	Criminal Background Check - You can visit Saint John Police Force Station located at 1 Peel Plaza. You can also go online at saintjohnpolice.ca
<input type="checkbox"/>	Personal Identification - Must show an updated Identification that is released by the government. Either Passport, Driver's license or National ID.

- Please provide your name as it appears on any government document, driver's license, etc.
- As this take approximately two weeks for return of the CRC, we ask you to tend to this at the onset of the application process.

PROCESS FOR VOLUNTEER RECRUITMENT



1. **Application** – Collecting completed registration forms from aspiring volunteers, whether submitted in person, online, or via referral.
2. **Screening**– Evaluating potential volunteers through a careful review of their submitted forms and requirements, followed by reference check.
3. **Orientation**– Upon acceptance, volunteers will receive an invitation to an orientation and sign volunteers' agreements and forms, held every Wednesday afternoon.
4. **Meeting and Onboarding** – On the day of the volunteering schedule – volunteers required to come 15minutes before the schedule for the short meeting to give them recapped of their role assignment sent to their emails.

Scan me to access Online Registration Form:

<https://forms.office.com/r/MrD6xdqCYG>



For more information, please contact

Sherry – Volunteer Coordinator

volunteer@sjnewcomers.ca

+ 1 (506)-642-7265