



ARROWSMITH COMMUNITY JUSTICE SOCIETY

Volunteer Recruitment & Selection

Volunteer Package - Mentor

Adopted: 11 Jan 2018
Reviewed 20 Aug 2021

PURPOSE OF THE VOLUNTEER PACKAGE:

Each prospective volunteer is to be given a package which will assist them in making their decision about joining the Arrowsmith Community Justice Society and training as a mentor. This information package will include the following:

INCLUDE IN PACKAGE:

1. Cover Letter (see below)
2. Copy of the ACJS brochure
3. Copy of the Mentor Program brochure
4. ACJS Mission, Vision and Core Values as we refer to the values of the organization in the selection process (P&P 1)
5. Volunteer application form to be completed
6. Police Vulnerable Sector Check to be completed
7. Copy of the Code of Ethics Document (P&P 8.1)
8. Copy of the Contract of Confidentiality (Form V-02)
9. A copy of ACJS history

EXAMPLE INTAKE QUESTIONS: (Initial meeting with Coordinator)

1. Do you have a valid BC Driver's License?
2. Do you have access to a vehicle?
3. How are you involved in the community?
4. Why do you want to participate in the Mentorship program?
5. What do you believe young people need most to succeed?
6. What are your hobbies and interests?
7. How did you hear about the Mentorship program?

ATTACHMENTS

Cover Letter



Arrowsmith Community Justice Society

727 West Island Highway
Parksville, BC., V9P 1B9
250-954-2968

Date

Name

Address

City, province

Dear _____;

Thank you for expressing an interest in the Arrowsmith Community Justice Society and a desire to become a mentor with the restorative justice process. This package includes background on the Society and information about the restorative justice process and its accomplishments. Some aspects that we are seeking in a mentor are the abilities to:

- Work cooperatively as a member of a team
- Act consistently within the organization's values & guidelines
- Be a role model.
- Avoid making judgements and moralizing
- Model and reinforce socially acceptable behaviour
- Maintain regular contact with the family to which you are assigned.
- Guide & support the family through the completion of the resolution agreement.
- Have knowledge on the rights of youth and the services available in the community.
- Provide reports to the Program Coordinator as required.
- Protect the privacy of the client
- Attend volunteer meetings and educational sessions
- Attend mandatory training sessions

Some of these aspects can be expanded upon during the training and interview process. As you move thru the application process you will have a criminal records check completed; references checked and an interview with two members of the selection committee. They will ask three questions that will expand on the key components of problem solving, communication, motivational skills, organizational skills and inter-personal skills. Attached are the questions. ***We ask that you choose two that you feel comfortable with.*** The interviewer will choose the third.

Yours truly

Name

ACJS Program Coordinator