



PROVINCIAL OFFICE

#204 – 5623 Imperial Street
Burnaby, BC
V5J 1G1
604.669.1616 (office)
604.669.1636 (fax)
1.877.345.9777
office@parentsupportbc.ca

VICTORIA

P.O. Box 31075
University Heights RPO
Victoria, BC V8N 6J3
250.384.8042 (office)
250.384.8043 (fax)
1.877.345.9777
parent-support@shaw.ca

CENTRAL ISLAND

P.O. Box 86
NanOOSE Bay, BC
V9P 9J9
250.468.9658 (office)
250.468.9668 (fax)
1.877.345.9777
parent@telus.net

PRINCE GEORGE

P.O. Box 21106
Spruceland RPO
693 West Central Street
Prince George, BC V2M 2A5
250.962.0600 (phone)
1.877.345.9777
parentnorth@shaw.ca

GRG SUPPORT LINE

Mondays – Fridays
11 AM to 3 PM
604-558-4740
(Lower Mainland)
1-855-474-9777
(toll-free in BC)
grgline@parentsupportbc.ca

General Volunteer Application Form

General (administrative) office volunteers are an important part for the success of our society. This important volunteer position requires diligence, attention to detail, flexibility and the ability to switch between tasks. This requires commitment of at least four hours per week. The days and hours will be determined at the interview. Thank you for your interest.

Date _____ Phone number (home) _____
 Name _____ Phone number (cell) _____
 Address _____ City _____
 Postal Code _____ Email Address _____
 Languages spoken _____

Highest level of education completed:

- Some secondary school
- Secondary school diploma
- Trade or technical college
- Some post-secondary education
- Undergraduate degree
- Graduate degree (Masters, PhD etc)

Briefly describe any courses or training that you have taken which is relevant to volunteering with us:

Occupation:

- Employed (Full time)
- Student
- Unemployed
- Employed (Part time at ___ hours per week)
- Working at home

Please list your work experience starting with the most recent:

Organization	Position	Length	Date

Please list your volunteer experience starting with the most recent:

Organization	Position	Length	Date

What strengths, special abilities or knowledge do you have that you feel would contribute to your role as a PSS volunteer?

What do you hope to gain by volunteering with PSS?

How do you provide for emotional and psychological support for yourself?

List or describe any experience you have had with parenting or parenting education:

Are there any personal restrictions or beliefs that could affect or limit your work?

How much time have you available to volunteer (hours per week)? Are you available to be on-call?

How did you learn about us?

Please check the types of work you are willing and able to do:

- Reception (answering phones, taking messages, greeting people who drop in, providing community resource information)
- Clerical duties (typing, filing, copying, data entry)
- Publicity, ad writing, posters, press releases
- Writing articles on parenting and related issues
- Research
- Fundraising (organizing events, requesting donations)
- Grant proposals (researching funding sources, drafting proposals)
- Organizing activities (picnics, information booths, displays)
- Resource research and maintenance
- Other _____

What times and days are you available to volunteer:

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Late afternoon							
Evening							

Please list three references:

Name	Relationship	Day Phone Number	Email Address

Thank you for filling out this application form.

I, _____, on the ___ day of _____, 20___, hereby authorize Parent Support Services Society of BC to contact the references I have provided to assist in determining my suitability for this position.

Signature