
How to search for Volunteer Opportunities

Come in and visit our office (no appointments necessary!) to meet with our trained volunteers and staff. We offer one-to-one consultations, helping you find the perfect volunteer opportunity. There is no cost for our service to the general public.

When you come to our office, our office volunteers or staff will provide you with a **Volunteer Registration form**. Please fill out both sides of this form, so that we can help match you with the most suitable volunteer opportunities that meet your needs. After completing the form, we will help you search for all available volunteering opportunities in one of the following ways:

- **Search our binders.** We offer our most current volunteer listings (located in the red binder), or our alphabetized listings according to interest category such as Health care, Special events, Children/Youth etc. (located in the two large white binders).

OR

- **Visit our website at www.volunteerguelphwellington.on.ca.** This search can be performed from your home or workplace, or from one of our publicly accessible computers in our office. By clicking on the “*Volunteer Opportunities*” link at the left hand side of our home page, you can view our **Weekly Recruitment Ads** (a summary of the most recent and urgent volunteer opportunities), or use the “*To search our database for Volunteer Opportunities click here*” link and search all available volunteering opportunities in one of the following ways:

1. Fill out an online form that will search for opportunities that match your interests
2. Search by the most recent volunteer opportunities entered in the database
3. Search by organization name ie. Click on the first letter of a known agency name under *Browse Organizations with Opportunities*
4. Search by subject (i.e. computer, senior citizens, fundraising etc.)

If you would like to apply for a particular opportunity online, click on the tab at the top of the page that says “Yes, I would like to volunteer”. From here, fill in the required information (such as: name, phone #) and a message will be sent to the organization indicating your interest in that volunteer opportunity. The Volunteer Centre will also receive this message for our records.

When you have found a volunteer opportunity that interests you, record the details on the *Volunteer Opportunities Referral Form* we provide for you in our office. We suggest you choose more than one agency to contact. Be sure to write down all of the important information, including the name of the person who you should ask to speak with when you call, the phone number, the name of the organization and the available position. All of this information will be helpful (if not essential) for you when you prepare to contact the organization. Please let us know when you have completed this form, as we keep a copy of it for our records. It is helpful for us to know which opportunities are of interest to potential volunteers.

Contact the organization you are interested in volunteering with. You can visit, phone, or e-mail them; whatever is most convenient for you. We encourage you to contact them directly as they will want to set up a time to meet with you. If you would like our help in contacting an organization, we are happy to assist. You can expect the organization to initiate a follow up with you within 14 days. If you do not hear back from a specific organization, please let us know.

If you have any questions after you leave, or if you don't have any luck finding a volunteer opportunity, give us a call at (519) 822-0912 or 1-866-693-3318, e-mail us at info@volunteerguelphwellington.on.ca, or come back and visit us.

We hope that whichever method you choose, you will find a volunteer opportunity to suit your interests and needs. Please do not hesitate to consult our trained volunteers or staff if you require assistance at any time. If you are online and have questions, please e-mail: info@volunteerguelphwellington.on.ca or call us at: (519) 822-0912 / toll free 1-866-693-3318.



46 cork street east, unit 1, guelph, ontario n1h 2w8
tel • 519 • 822 • 0912 toll free • 1 • 866 • 693 • 3318 fax • 519 • 822 • 1389
e-mail • info@volunteerguelphwellington.on.ca
web • www.volunteerguelphwellington.on.ca