



Dear Applicant,

Thank you for your interest in volunteering with the University of Alberta Sexual Assault Centre!

The U of A Sexual Assault Centre (UASAC) provides drop-in crisis intervention and psychological support services to survivors of sexual and gender-based violence. We actively work with community partners toward creating a campus community free of sexual and gender-based violence and operate from an intersectional, trauma-informed, and person-centered framework. Our services are available to people of all genders, sexualities, and backgrounds.

A fundamental aspect of the work of the University of Alberta Sexual Assault Centre is prioritizing the safety and well-being of our campus community and the community as a whole. Our focus is on the needs of survivors.

Building on the Centre's 30+ years of service to the community, we provide drop-in services from Monday to Friday 8:30 am-4 pm, in-person and virtual; psychological support programs, with service offerings of psychotherapy and group support; and comprehensive educational programs. We are now reintroducing our volunteer programs for peer support and education.

Who We Are

The University of Alberta Sexual Assault Centre actively works towards creating a campus community free of sexual violence. We operate from an intersectional, trauma-informed, and person-centred framework. Part of this work entails recognizing the Centre's ongoing occupation on the territory of the Nêhiyaw (Cree), Niitsitapi (Blackfoot), Métis, Nakoda (Stoney), Dene, Haudenosaunee (Iroquois) and Anishinaabe (Ojibway/Saulteaux), lands that are now known as part of Treaties 6, 7 and 8 and homeland of the Métis. The University of Alberta respects the sovereignty, lands, histories, languages, knowledge systems and cultures of all First Nations, Métis and Inuit nations.

Our Values

- Centering the lived experiences of those who have endured sexual violence;
- Recognizing, respecting, and honouring various intersections of being in an

attempt to be safe(r) and more accessible to the people who occupy those intersections;

- Unconditional, non-judgemental, non-directive support for survivors and their choices for recovery;
- Advocacy and support from a trauma-informed lens;
- The contributions of all of those engaged in sexual violence prevention work before us, and all of those who will continue this work long after we are gone;
- Community-driven prevention and education efforts;
- The self-knowledge, resiliency, and tremendous capacity for change that students possess;
- Creating environments that encourage and facilitate a commitment to continual learning, growth, and understanding;
- Fostering collaborative, sustainable partnerships throughout the community; and beyond;
- Practicing individual and community accountability;

What We Do

At the U of A Sexual Assault Centre, we provide:

- Confidential and anonymous drop-in (in-person and virtual), telephone, email, crisis intervention support and information for those affected by sexual assault or abuse, sexual harassment, relationship violence, stalking, or anyone who is supporting someone through any of those experiences;
- Options, referrals, and resources;
- Comprehensive one-on-one psychological treatment services;
- Advocacy for individuals who choose to seek medical attention, decide to report to the police or U of A Protective Services, are involved in a court process or similar proceedings at the U of A, or are seeking institutional accommodation;
- Providing information and options for family members, friends and supporters;
- Engaging in anti-sexual violence educational programming on campus; ●

Advising services for faculty and staff;

- Volunteer opportunity in educational, awareness, and support programming; 3

Our Centre strives to be a safe(r) place on campus for everyone. Services are provided free of charge to people of all genders, sexualities, abilities, races, ethnicities, bodies, spiritualities, and immigration statuses.

UASAC Volunteer Program

The University of Alberta Sexual Assault Centre education volunteers are primarily responsible for providing interactive workshops to members of the University of Alberta campus community.

The workshops involve facilitating activities, discussions, and educational programming for members of the campus community. Topics will include sexual and gender-based violence, and other intersecting social issues, as they relate to the mandate and work of the Sexual Assault Centre.

Volunteers will also engage in supporting the campus community through peer support by exploring options, and providing resources. Additionally, volunteers are given the opportunity to potentially work and collaborate on Centre initiatives, and resource creation.

Volunteers will be offered the chance to gain relevant peer support and educational training, to provide continuing advocacy on campus. Volunteers will have the chance to foster community partnerships, and continuously learn. Volunteers will be selected, trained and mentored by the

Volunteer Program Coordinator and the Education Program Coordinator. They will directly report to the Volunteer and Education Program Coordinators for supervision, collaboration and guidance through their time as a volunteer at UASAC.

Academic Year Commitment

This volunteer opportunity involves an **annual** commitment. Volunteers will be tasked with multiple responsibilities throughout the Academic year. Tasks range from outreach, educational opportunities to systems navigation peer support.

This position also relies on attending regular **team meetings** (virtually or in-person) to connect with program coordinators and other volunteers. The day and time of these meetings will be announced to those *successfully selected* as volunteers.

Volunteers will gain relevant and meaningful experience, and be offered extensive training for preparation. This opportunity is a time consuming endeavour, but we encourage those confident in their abilities, time management skills, and values to apply.

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Goals

- Provide education, awareness and opportunities to engage with the issue of sexual and gender-based violence to the campus community; ●
- Increase awareness of Centre services within the campus community;

- Gain confidence and skills in public speaking and facilitation;
- Expand resourcing, support, and systems navigation skills;
- Provide the University with accessible peer support, and exploration of options;
- Strengthen volunteer experience and personal development;
- Develop the knowledge about sexual violence required to be an anti-sexual violence advocate;
- Be a part of a community with a shared goal of eradicating sexual and gender-based violence;
- Be an agent of social change;

Responsibilities

- Facilitate 1-4 workshops per month;
- Regularly update the workshop schedule with availability;
- Maintain a working knowledge of the workshops, including any edits;
- Coordinate with fellow volunteers prior to scheduled workshops;
- Provide ongoing peer support with resources, and exploration of options to campus community;
- Provide appropriate system navigation, and awareness of potential referrals;
- Serve as a representative of the Centre at campus tabling events;
- Organize activities, engagement, and resources at on-campus booths and events;
- Collaborate in resource creation;
- Debrief all workshops with the Education Program Coordinator;
- Debrief referrals, and options navigation peer support with Volunteer Program Coordinator;
- Act as an ambassador for the UASAC at various community events;
- Offer and accept constructive feedback as appropriate;
- Attend Centre meetings and events as schedule allows;
- Maintain confidentiality of staff, fellow volunteers, and individuals seeking support from the UASAC;
- Support with other UASAC-related tasks as necessary.

Qualifications

- Over 18 years of **age at the time of application**;
- Registered as a student of the U of A for the upcoming year;
- Holds values that are in support of, and in alignment with, the

mandate, mission, and values of the Centre, and the University of Alberta;

- Must possess and commit to further developing a nuanced and current understanding of the issue of sexual violence; and gender-based violence;
- Able to maintain a high level of professionalism, organization, and punctuality;
- Interest in learning the skills to facilitate complex and highly sensitive concepts to peers on campus (previous experience an asset);
- Ability to support in exploring options, and comfortable providing peer support as it comes;
 - Able to cope with highly emotional and potentially stressful situations;
 - Open to learning and receiving constructive feedback;
 - Ability to work within a team;

Resources

- Online Education Volunteer Training modules;
- Volunteer Training Program;
- Regular Education Team Meetings;
- Regular Volunteer Team Meetings;
 - Access to the expertise of UASAC Staff and fellow volunteers;

Volunteers must be comfortable with and able to:

- Provide services to persons of all ethnicities, cultural heritages, religious backgrounds, genders, sexual orientations, and abilities;
- Facilitate complex and delicate educational material;
- Act as an ambassador of the Centre;
- Maintain confidentiality both, during and after, volunteering at the Centre;
- Provide campus community with systems navigation tools, referrals, and resources;
- Volunteer for a period of one academic year (September through April);
- Educate oneself on what consent is and is not, partake in consensual encounters with every partner, and engage in an internal community accountability process if accused of an act of sexual violence while volunteering;

Volunteers cannot:

- Have used the Centre's support services regarding a personal experience of sexual violence within the last semester, or **currently** using Centre support services; 6
- Act as a representative of the Centre without completing an interview, reference checks, a Security Clearance Check, and Volunteer Training.
 - Discuss the personal information about those accessing the services at UASAC outside of volunteer hours;
 - Breach confidentiality or privacy of those accessing Centre services;

- Access personal information about client or client files;
- Provide peer support to students in referring and exploring options without conducting a debrief or check-in session with UASAC staff;
- Provide any crisis intervention or counsel without UASAC staff

present; **Volunteer Training Program**

Our training program consists of:

Approximately **15 hours** of asynchronous, self-directed learning via eClass. Volunteers are provided access to this eClass course in mid-July; approximately 2 weeks prior to the interactive, synchronous training sessions that run throughout August;

Approximately **45 hours** of synchronous, in-person and virtual training sessions throughout the month of August; Sessions are typically held on weekends and weeknights. Confirmed syllabus dates are provided to Volunteers in late June, when successful applicants are selected for the program.

Note: these time periods are important to keep in mind to ensure in-person attendance

Full **attendance** and participation in both the online eClass course and August training sessions are mandatory for all Volunteers to ensure that we are continuing to provide a high degree of support and education to the campus community.

Application Calendar

Interview Phase	May-June	Successful Applications are contacted by June 27th.
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Training Phase	July-August	Mid to late July, eClass opens. In-person training throughout August
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Active Volunteering	September-April	Does not include: December Holiday Break Reading Weeks Stat Holidays
Annual Events: - Awareness Weeks	Fall Term: September Winter Term: January	Date & Times TBC

Application Process

The UASAC volunteer application process begins with this Application package in order to introduce the position, and UASAC to potential applicants. It helps to provide enough details to evaluate whether the applicant has capacity, and skills to serve as an Education volunteer. Following this, potential applicants will fill out a Google form application questionnaire, detailing and measuring the existing knowledge, interest, and qualifications of a potential volunteer.

Applicants selected for the interview will be emailed, and coordinate a time for conducting the interview. After this, selected interviewees/applicants will undergo a second interview to develop a more in-depth sense of their potential skills and eligibility as a volunteer.

Successful applicants will receive an emailed acceptance letter. Those who are not selected, will be notified.

phase	timeline
Application Process	April - May
Interview Process	May - June

Those selected for the **secondary** interview will be provided with training dates for August. This will help them decide if they have the time and capacity to attend in-person training, and to keep those dates in mind. Successful candidates will be sent an acceptance letter by June 27th.

Once successfully selected, the new volunteer will receive a *syllabus* for eClass and for the training days in August. During August training, volunteers will be given a volunteer contract, confidentiality agreement, and partake in the volunteer shared agreements.

Volunteer Contract

This contract details the agreement to serve as a UASAC volunteer for a term of one year, and outlines the role and responsibilities of a UASAC volunteer. The volunteer contract can be

amended, and reviewed any time during the volunteer service.

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Volunteer Confidentiality Agreement

This contract is aligned with the SAC to protect its clients. It is an agreement between the volunteer and the Centre program, to uphold confidentiality and privacy as they are actively volunteering with UASAC.

Volunteer Shared Agreements

These shared agreements would reflect the shared values and principles of the volunteer program and the volunteer team. These serve to build an understanding and shared agreement around the values governing the program, and the volunteer team. It reaffirms the safe space that is meant to exist within the volunteer program by implementing a collaborative process.

Volunteer Program Confidentiality

Volunteers and staff at the U of A Sexual Assault Centre must maintain confidentiality of personal information disclosed to them by, or regarding, clients and individuals accessing services at the Centre.

Volunteers will be given a Volunteer Program *Procedure and Policy document* that clearly states the confidentiality and privacy policy of the UASAC volunteer program. It will also outline the volunteer role protocols. They will also be given a confidentiality agreement upon onboarding as a UASAC volunteer.

To apply, please visit:

https://docs.google.com/forms/d/1iYjsx_muJJJ2tOAE1ryyXxoUq9-jNc2BPRseki7LE8/edit

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