

### INCOME TAX PREPARERS

In a joint program offered by the Canada Revenue Agency, volunteers are required to prepare income tax returns for individuals with a modest income, and simple tax situations.

Training is provided by the CRA, with the program running from March through April. Volunteers may work from home, and use their own computer, but are asked to pick-up and return tax packages at our office.

### INCOME TAX PROGRAM RECEPTIONISTS

Volunteers are required to assist with the registration, intake and return of tax related documents to the client.

Morning or afternoon shifts are available Monday, Wednesday, Friday 10:00 am to 12:30 pm, or 12:30 pm to 2:00 pm. Shifts are available from March through April.

### VOLUNTEERING PROCESS

- Obtain a Volunteer Application – available online [www.cssagency.ca](http://www.cssagency.ca) or by visiting us at the Towne Centre, Unit A1-106 McGonigal Street West, Arnprior
- Submit your completed application, to our office
- Meet with our Volunteer Coordinator
- Obtain a police check (free of charge)

After completing these 4 simple steps you will receive an orientation for your new position as a community volunteer and become a member of our great team.

## TESTIMONIALS

“I love being part of a team that makes a difference. And being part of an organization which is growing and changing to meet the needs of seniors”.

*Sylvia Patterson, Board Governance*

“There are many things I like most about volunteering at Arnprior Seniors at Home: first of all the staff and volunteers are great people and great fun. It can take as much or as little time as you have to offer and that time always makes a difference. It makes someone's life easier, more comfortable, helps them get over a shocking event, transports them to important appointments, reveals another great book to be read, creates a vibrant community (e.g. the Senior Christmas Party), and I could go on. I believe my life is much richer because I volunteer.”

*Katherine Miller-Gatenby, Special Events*

### Arnprior • Braeside • McNab Seniors at Home Program Inc.

Towne Centre, Unit A1  
106 McGonigal Street West  
Arnprior, Ontario K7S 1M4  
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Web Site [www.cssagency.ca](http://www.cssagency.ca)  
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Ontario Community Support  
Association Member Agency



## Volunteer Opportunities



HOME & COMMUNITY  
SUPPORT

United in our commitment to care  
Arnprior-Braeside-McNab  
Seniors At Home Program Inc.



[www.cssagency.ca](http://www.cssagency.ca)  
613-623-7981

# VOLUNTEER OPPORTUNITIES

## VOLUNTEER DRIVERS

“Volunteers provide safe and timely transportation to and from out of town medical appointments. If a driver is utilizing their personal vehicle, we reimburse the volunteer based on a cents-per-km fee structure. There is also a vehicle owned by the agency for use by volunteer drivers who prefer not to use their own vehicle. Volunteers are required to provide their drivers abstract, as both a record of their driving history and a reference for their commitment to safe driving.”

## HOT MEALS ON WHEELS DRIVERS

Hot meals are delivered at lunchtime, Monday to Friday – excluding holidays. Volunteers are responsible for picking up meals at The Grove Nursing Home and delivering them to the client’s home within Arnprior.

Volunteers can choose to work one or more days per week on a regular basis, or can sign up as an on-call spare driver.

## COMMITTEE WORK

Volunteers are needed to serve on our committees as representatives of our community. Committee volunteers offer their expertise and skills, provide direction, review reports and are encouraged to share their ideas with fellow members. Committees meet on a monthly basis.

## OFFICE RECEPTION

Volunteers answer and direct calls, schedule in-town transportation, and assist in performing other light office duties. Shifts are available Monday through Friday.

## GROCERY SHOPPING

Volunteers assist with grocery shopping for area residents who, because of frailty, recent surgery, or without family support, are unable to do their own shopping.

## MISSION STATEMENT

Arnprior-Braeside-McNab Seniors at Home Program Inc. is a non-profit charitable organization assisting and cooperating with other agencies in the administration and delivery of client centred Community Support Services. We encourage independent living and enhance the quality of life of seniors and individuals with special needs in our community.

## FORMATION

In 1980, Arnprior-Braeside-McNab Seniors at Home Program Inc., was founded in response to the need for a full range of home support services throughout our community.

Through our local office, staff and volunteers we provide practical home assistance, in the spirit of neighbours helping neighbours.

## OUR PHILOSOPHY

The concept of maintaining quality of life is key to home support. Our aim is to enable those we serve to have maximum independence that enhances their ability to live independently in their own home, for as long as possible.

Our clients’ homes are a place of comfort and security to them, an expression of their personality, and a place of memories. Maintaining their independence, in their home, is a reassurance for their place in the world, and is a valuable aspect in continuing their quality of life.

**A volunteer is someone who unselfishly devotes their time to help others. Volunteers spread kindness, change lives, and make a significant difference in our community.**

## FRIENDLY VISITING

Dedicated volunteers are linked one-on-one with clients who request for someone to visit them, in their home, on a regular basis. The connection established between our volunteers and clients, during these visits, alleviates loneliness, provides social interaction, and builds friendships.

## TELEPHONE SECURITY

Volunteers are connected with a client who lives alone and would benefit from a reassuring phone call on a regular basis. Calls are made at a time convenient to the client to make sure the client is safe, comfortable and able to enjoy their day.

## FUNDRAISING EVENTS

Volunteers can assist with various fundraising events; such as event set up and tear down, greeting and ticket sales, food prep and service and so much more. We have plenty of opportunities for volunteers to lend a hand – come join in on the fun!

## SOCIAL PROGRAMS

We have opportunities for volunteers to assist guests who attend our many social programs throughout the year. We are always on the lookout for individuals to assist with these programs and for talented live entertainers as well.

## LOAN CUPBOARD ASSISTANT

Volunteers help with the loaning of medical assistive devices, intake of returned and donated items, and equipment maintenance, at an off-site storage facility as part of our Medical Assistive Device Loan Program.

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**[www.cssagency.ca](http://www.cssagency.ca)**

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