

F.☉.C.U.S.
on seniors

**VOLUNTEER
HANDBOOK**

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on seniors

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“Volunteers are not paid—not because they are worthless, but because they are priceless.”

Who We Are

F.O.C.U.S. on Seniors is a non-profit organization based in Calgary, Alberta that actively works to support seniors and engage them in social, recreational, educational, intergenerational, and cross-cultural activities.

F.O.C.U.S. is dedicated to enriching the lives of seniors through a holistic approach that integrates the mind, body, and spirit. The organization connects seniors aged 50+ to the community through various events and programming throughout the year.

We aim to act with **integrity**, **responsibility**, and **respect** in everything we do as an organization.



Our Values

F.O.C.U.S.



Fostering **friendships** to promote social connections.

Developing **opportunities** for personal growth and continual learning.

Encouraging **community involvement** through volunteering and leadership.

Promoting **unity** by embracing diversity.

Creating **synergy** through collaborations with others.

Our Values

Our **vision** is to:

Help seniors live enriched lives and become active, contributing members to the community.

Our **mission** is to:

1. Advocate for the concerns and wellbeing of seniors in our community.
2. Inspire and support older adults by engaging them holistically in social, educational, recreational, and cross-cultural activities that enhance their mental and physical wellbeing.

Volunteering with F.O.C.U.S

Volunteers are at the very heart of the organization and are integral to the functioning of our programs.

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Main responsibilities include event planning, event implementation, admin support, and senior engagement.

...

Volunteers fall into 2 categories: formal and informal. Formal volunteers have previous administrative/technological/organizational skills, whereas informal volunteers do not.



Volunteer Expectations

1. Complete the responsibilities and tasks assigned to you thoroughly and adhere to project deadlines.
2. If you are unable to complete a task, immediately communicate this to the supervisor or program coordinator.
3. Show respect to yourself and others.
4. Hold yourself accountable for your actions.
5. Be willing to collaborate with peers and supervisors.
6. Maintain the dignity and privacy of the seniors and other members of the organization, unless the situation warrants transparency.
7. Conduct yourself with honesty and openness.
8. Help create a safe and welcoming work environment for all.

Volunteer Expectations

As a volunteer with F.O.C.U.S. on Seniors, you commit to:

- Track and submit volunteer hours
- Submit hours on the **last day** of every month
- Sign and adhere to a waiver form
- Complete a police check if asked or required to

Other Policies:

Health and Safety • Confidentiality • Ownership of Tangible and Non-Tangible Property •
Use of IT Devices and Software

Other Information

Dress Code Policy

1. Volunteers should present a clean and professional appearance.
2. Clothing with offensive or inappropriate symbols are not permitted.
3. Volunteers should wear casual to business-casual attire.
4. Volunteers can alter their attire accordingly to the formality of events.
5. Clothing and styles that represent one's ethnicity or culture are welcomed as long as they abide by the other guidelines.

Substance and Smoking Policy

Volunteers will NOT smoke or consume alcohol on the FOS premises, or arrive inebriated in any shape or form.

Phone Inquiries:

(403) 816-8145

Email Inquiries:

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focusonseniors@hotmail.com

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Other Information

Why volunteer with us? What's in it for you?

Upon completion of hours, volunteers will receive a certification that they can use towards their resume if they wish.

50 Hours

.....
FOS STAR
.....

*Volunteer
certificate of
appreciation*

50-150 Hours

.....
LEAD ON
.....

*Honorarium and
free leadership
training*

150+ Hours

.....
FOS COMMUNITY HERO
.....

*Nomination towards
an award or a job
reference letter*

*Those who complete more hours will receive the incentives of the previous milestones (e.g. someone with 150+ hours will also receive the certificate of appreciation, honorarium, and leadership training).

A Note From Our FOUNDER

"The key to our success rests in people like you. Thank you for your inspiring dedication and tremendous example to the community. It is a pleasure and a privilege to have worked with you.

Thank you."

*~Sincerely, Rossbina Nathoo
Founder & President*

FOCUS takes pride in welcoming all volunteers to our organization as they help us achieve our mission, vision, and the mandate reflected in our acronym.

***Thank
You!***

Our success depends on your continual engagement with us. We are immensely grateful for all of our past, present, and future volunteers.