



Couchiching Jubilee House

Changing Lives, Building Futures

“One of the greatest gifts you can give, is your time”

On behalf of Couchiching Jubilee House, we would like to extend our sincere appreciation for your interest in joining our organization as a volunteer.

Volunteers fulfill many roles within our agency, but all are crucial to our program delivery and success in helping women and their children in our community move from a place of isolation and uncertainty, to a place of stability and connection.

We believe that staff and volunteers come together to create a *network of support* that becomes the foundation for which women can begin to rebuild their lives.

With the help of generous and giving community partners like you, we are truly **changing lives and building futures**. Without you, it's simply not possible.

There is no greater gift than your time, so we are honoured that you are considering Couchiching Jubilee House as a potential destination for the most precious gift you can offer.

Our hope is that you will become part of our family and join us in our mission to elevate women.

Please do not hesitate to reach out if you have questions about the opportunities within, or share with us, if you have something to offer not listed.

We look forward to seeing you again soon and welcoming you to the CJH family.

Warmly,

Lynn, Courtney, Cheryl & Vita

CJH Staff and Board of Directors

*Empowering vulnerable women to improve their quality of life
through a program of individualized support and transitional housing.*

P.O. Box 272, Orillia, Ontario L3V 6J6
Phone: (705)326-4337 Fax:(705)326-2767 Email: hello@jubileehouse.ca Web: www.jubileehouse.ca

Supported in part by:





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GET TO KNOW US!

Our Mission:

Empowering vulnerable women to improve their quality of life through a program of individualized support and transitional housing.

Our Vision:

Changing Lives, Building Futures.

Our Values:

Community – We create a space of belonging for all women and children in our community. We engage our community of donors and volunteers to build a network of support.

Diversity – Every woman will be valued regardless of age, sexual orientation, socio-economic background, race, and religion. We value the perspective from all backgrounds in our community and network of support.

Trust – We foster a space that is safe, stable and uplifting. Confidentiality is of the utmost priority in our community of women and children as well as our network of support.

Celebration – We celebrate achievements, milestones, and growth. Finding time to recognize and rejoice in the accomplishments and generosity of our community is critical to our core values.

Wellness – We promote a healthy mindset, a balanced lifestyle and a focus on self-care. For our network of support, we are building a healthy and strong community founded in elevating women.



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OUR HISTORY

In 2000, the year of jubilee, a group of people from various churches and community groups met to discuss a “Jubilee” project. The group felt that one of the most pressing needs within the community of Orillia was for transitional housing for homeless women and their children.

In March 2001, Couchiching Jubilee House was Incorporated in the Province of Ontario, and shortly afterwards obtained Federal Charitable status. That year, CJH opened the doors to the transitional house with 4 self-contained, fully furnished apartments.

Today we are a movement, empowering women to reach their full potential and fulfill their dreams.

We achieve this by:

- Supporting women and their motivation for change using a strengths-based and individualized approach to goal-setting
- Helping women access available community resources they need
- Offering supports from within our community and including the individual's natural support system, volunteers and staff resources
- Providing supportive housing as part of the program to allow women and children to stabilize their lives and focus on self-healing and skill-development
- Helping secure sustainable, safe housing
- Advocating empowerment and championing the message that women supporting women leads to positive social change



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OUR STAFF

Lynn Fisher, *Executive Director*



Lynn shares knowledge and skills gleaned from more than 30 years of working and volunteering in the not-for-profit and charitable sectors to impact the lives of women and children living in poverty.

Lynn lives on a farm, but not a farmer, with her husband, who is a beekeeper, their two horses, two cats and their dog.

Cheryl McMurter, *Program Coordinator*



Cheryl spent over a decade as an Addiction Counsellor with Addictions Services at RVH. Some of the services she provided included crisis intervention, intake, discharge planning, individual support and group facilitation which enabled Cheryl to assist others to reach their full potential.

Outside of work Cheryl's passions include her three children, camping and music.

Courtney Willis, *Development Coordinator*



Courtney has worked with The Canadian Mental Health Association, The Multiple Sclerosis Society and was part of the planning committee for the annual Kids Help Phone golf tournament hosted by The Source. She has also been a part of countless local fundraising and advocacy initiatives.

She is a mom to a busy two-year old and two rescue pups, and is the founder of Kids That Give, a Simcoe County community group working together to inspire the next generation of giving.

Vita Rubino, *Administrative Assistant*



Vita brings a wealth of knowledge, education and experience in working with women as a Happiness & Wellness Coach, Self Love Mentor, Wellness Advocate & Holistic Practitioner. She is the founder of Soulicious (Soul Inspired) Living, Speaker and Facilitator of community based group-coaching programs, workshops and retreats on the topics of happiness, wellness, self love, mindfulness, yoga meditation and more.

She is a proud mama, to a six-year old boy who is her joy. She is deeply passionate about her work and the work of Couchiching Jubilee House and is dedicated to helping women thrive to become their best.



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AVAILABLE VOLUNTEER OPPORTUNITIES

This list is designed to give you an idea of the available volunteer roles within our organization. It is not an exhaustive list and we welcome you to share your talents with us whatever your gifts may be!

DIRECT SERVICE VOLUNTEERS (Regular hours, weekly commitment) ***Reports to Program Coordinator***

- Resident Mentor
- Post-Resident Mentor
- Child Minding Assistant (Babysitting)
- Workshop Facilitator
 - *Healthy Living/Nutrition*
 - *Budgeting*
 - *Mindfulness etc.*
- Circle of Support Network
- Apartment Changeover team/Movers
- Property & Maintenance

INDIRECT SERVICE VOLUNTEERS (Irregular hours, one-year commitment) ***Reports to Development Coordinator***

- Event Day Volunteer
- Event Planning committee member
 - *Golf Tournament Signature Event*
 - *Dancing with the Docs Signature Event*
 - *Fearless Females Calendar*
- Storytellers
- Recognition Ambassador
- Marketing and Graphic Design
- Social Media Support
- Special Projects (Anniversary Campaigns etc)
- Administrative Support



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VOLUNTEER OPPORTUNITIES

Fundraising Volunteers Reports To: Development Coordinator			
Position	Description & Skills Needed	Time Requirements	Location
Event Day Volunteer	<p>The event day volunteer is instrumental in set-up, day-of execution and tear-down of signature fundraising events.</p> <p>This is a great opportunity for those who wish to contribute but cannot commit to a regular schedule.</p>	<p>2 Days Annually</p> <p>Dancing with the Docs held in Spring.</p> <p>Fall Classic Golf Tournament held in Fall.</p>	<p>On location per event</p>
Event Planning Committee	<p>The planning committee is in charge of handling all basic event logistics, such as booking a venue, selecting entertainment and catering, collecting supplies, etc.</p> <p>This is a great opportunity for volunteers who are detail-oriented and enjoy organizing many various parts into a cohesive whole.</p>	<p>Weekly meeting commitment during standard office hours for duration of Signature Event campaign (typically an 8-week cycle)</p>	<p>Most meetings occur at CJH head office</p> <p>Flexibility to attend meetings and events off-site as needed</p>



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<p>Storytellers</p>	<p>Storytelling volunteers play a crucial role in advocacy for CJH. Our donors and partners appreciate hearing the experience of those touched by the organization. Volunteers may write their story for a newsletter or social media, present their story at a public event or at a volunteer recruitment event.</p> <p>This is a great opportunity for those who wish to share their meaningful experience with others and require flexibility with their volunteer time commitments.</p>	<p>Irregular – As Available</p>	<p>Written stories may be done from the comfort of your home, or at the office. Public presentations may be at signature events, local Churches, vendor shows or other locations in the community.</p>
<p>Recognition Ambassador</p> <p>Administrative Support and help with Marketing Social Media and Special Projects</p>	<p>The recognition ambassador is an administrative position that assists the Development Coordinator with timely & sincere thank you letters, phone calls and personal notes to donors.</p> <p>This is a great opportunity for those who wish to volunteer in the office and have direct contact with donors, and who are comfortable on the phone.</p>	<p>Regular time commitment preferred</p> <p>Preference to volunteers who can commit to 1-2 hours weekly</p>	<p>CJH Office</p>



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Direct Service Volunteers Reports To: Program Coordinator			
Position	Description & Skills Needed	Time Requirements	Location
Resident Mentor and Post Resident Mentors	<p>The Resident and Post Resident Mentors provide time, skills, knowledge and support in a consistent, encouraging manner to the women supported by CJH.</p> <p>Mentors may participate in a woman's Circle of Support meetings or group meetings including Family Kitchen and Jubilee Connects.</p> <p>Mentors may also provide assistance such as driving women to appointments or shopping, waiting in a doctor's office, hand holding in court or sharing an outing.</p>	Volunteers can partner with one specific woman or choose one specific day or time to be on-call or offer assistance	As required
Child Minding Volunteer (Babysitting)	<p>The Child Minding Volunteer provides safe, interactive care for infants and children during weekly Group or Individual Meetings and Family Kitchen.</p> <p>In addition, they may also provide childcare for residents' children to allow women to attend appointments or classes.</p>	2-3 hours per week	As needed



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Drivers	Volunteers may be needed to drive women to appointments or shopping or classes.	Irregular – As Need	Orillia and area
Workshop Facilitator	CJH organizes regular interactive workshops such as Jubilee Connects , designed to inform and engage the women as part of their development programs. We are always looking for volunteers who can speak on topics such as Budgeting, Healthful Eating and Living, Mindfulness.	Regular time commitment preferred Preference to volunteers who can commit to 2-3 hours weekly	Orillia Library or churches
Circle of Support Network	Each woman who is accepted into Jubilee House is encouraged to create their Circle of Support. These are the people they value in their lives, who can help them to achieve their goals and objectives. They can lend a hand when needed. Volunteers are often asked by the women to be part of their Circle of Support. Meetings are usually monthly.		



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Apartment Changeover Team/Movers	Each apartment is sponsored by a church in Orillia and usually a team from that church will clean up the apartment after a resident leaves and before the new occupant arrives.	Once per month	At the Apartment Building
Property and Maintenance	Respond to maintenance and general upkeep requests of CJH staff. Assist residents when they move in or out. Provide general upkeep of the property –i.e. grass cutting, gardening. Repair or replace any broken property items. Ensure the building and property meet all safety requirements	2-4 hours per month	At the Apartment



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NEXT STEPS

Now that you have had an opportunity to get to know us a little better, we hope you will take the next step to joining the CJH Family.

1. Please visit our website at www.jubileehouse.ca and take a peek at all the great info posted about CJH
2. Click on the **VOLUNTEER** tab and fill out the simple form to give us a better understanding of your areas of interests & time available. This form will automatically deploy to a member of our staff
3. Once reviewed, a member of our staff will connect with you by phone for a brief introduction call and to schedule an interview
4. Meet with our team! Get to know each other! At this meeting you will:
 - a. Fill out a more detailed volunteer application
 - b. Discuss your interests, skills and schedule with our staff
 - c. Signing of all necessary forms for confidentiality and other
 - d. Watch a brief organization video
 - e. Receive paperwork for a criminal reference & vulnerable sector check **if applicable to your volunteer position*
 - f. Schedule your CJH official orientation & first shift

New volunteers can expect to be onboarded to our organization within four weeks from time of initial application. We appreciate your patience. Please note that all training will be provided.

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