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Steps to Volunteering

- Read this brochure to find out more about ASAAP and the kinds of volunteer opportunities we have in place for you.
- Be realistic about the time, energy and skills you have for this commitment.
- Arrange an intake meeting with ASAAP's Volunteer Coordinator where you will:
 - Fill out a Volunteer Application
 - Participate in a screening interview
 - Provide the name and contact information of two referees
 - Learn about and select volunteer positions that match your interests, skills and availability.
 - Have all your questions answered.
- Attend the next Volunteer Orientation and Core Skills Training to prepare yourself for volunteering at ASAAP. This 2-day training takes place twice a year in January and June.
- For certain volunteer positions, you must also complete Project Specific Training e.g. PHA Support Training or Community Education Training.
- Meet with the appropriate ASAAP staff member for placement.

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Volunteer Positions: How You Can Help

ASAAP's volunteer positions are provided below along with a short description of each. Our Volunteer Coordinator will help you find a suitable position that matches your skills, interests and availability.

Office Administration

- Assessment and referral
- Reception and answering phone calls
- Computer input, data entry and filing

Community Education

- Providing information about HIV/AIDS and ASAAP 's services to South Asian community members through outreach at various South Asian community events, nightclubs and bathhouses.
- Assisting ASAAP staff in providing interactive workshops to South Asian community members on HIV prevention and related topics.
- Assisting ASAAP staff in planning, developing and evaluating such workshops.
- Providing practical assistance (e.g. preparing display materials, stuffing condom packages)

Graphic Design / Desktop Publishing

- Developing new resources and/or updating existing resources such as brochures, newsletters, flyers etc.
- Participating in the planning, development, proofreading and evaluation of the resource materials.

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Translation

- Assisting in the translation, proofreading and/or typesetting of resource materials and articles produced by ASAAP into various South Asian languages.

PHA Support (Person living with HIV/AIDS)

- Providing one-to-one companionship, practical and emotional support to a person living with HIV/AIDS on a periodic or ongoing basis.
- Performing practical tasks for a person living with HIV/AIDS (e.g. child-care, grocery shopping, computer help, income taxes, moving furniture, light household chores etc.)

PHA Support - Health & Wellness

- Licensed holistic health practitioners are encouraged to provide services (e.g. massage, yoga, acupuncture etc.) to ASAAP 's HIV positive clients, free of charge, in their homes or at their office.

PHA Public Speaker

- Raising awareness about HIV/AIDS and support for people living with HIV/AIDS by publicly speaking of your personal experiences of living with HIV/AIDS. Targeted audiences include South Asian media, community groups, conferences, cultural events etc.

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Website / Computer Administration

- Updating and maintaining ASAAP 's four websites asaap.ca, brownkiss.ca, dosti.ca, snehithan.ca
- Page layout and design
- Network administration
- Content writing

Special Events

1. Fundraising Event Committee
2. Pride Parade and Dyke March
3. AIDS Walk Toronto
4. ASAAP 's Annual General Meeting
5. World AIDS Day

As part of the special events volunteer, your duties may include:

- Attending planning meetings
- Advertising and promotion
- Event management/coordination
- Soliciting donations
- Donor recognition
- Set up and decoration
- Arranging for food and beverages or sound equipment/music
- Assisting with clean-up
- Administration

Board of Directors

- Board members are responsible for governance, policy making, fundraising and long-term planning for the organization.

The Possibilities Are Endless!

