

**Annex A**

**Volunteer Coordinator**

The contractor shall provide community based support for individuals referred by St. John's NL Parole Office, recently released from correctional institutions in the Atlantic region to the St. John's, NL Area. Volunteers play an important role in assisting bridge the gap between the offenders transition from the institution to the community and the Volunteer Coordinator ensures this service is provided.

**The contractor will provide the following services:**

The objective of the Volunteer Coordination services is to provide a volunteer service that will address recruitment, orientation training, monitoring and implementation of volunteer activities to meet offender needs area. CSC will refer offenders to access volunteer services. Participation from CSC referred individuals is on a voluntary basis.

In consultation with CSC, the Volunteer Coordinator will:

- Utilize community resources and networks to recruit and screen volunteers.
- Implement and provide a volunteer orientation.
- Monitor the performance of volunteers through direct supervision.
- Link volunteers with specific abilities and interest appropriate to meet offender needs through consultation with case management staff.

**Deliverables**

**Reporting requirements** - The contractor will provide **monthly written reports** covering the contract period.

**The montly activity report will need to accompany the monthly invoice for that particular period.**

This report will include:

- # of hours worked
- Program start date for new participants
- Program status (ongoing, terminated, suspended etc..)
- Description of activities undertaken during the monthly reporting period
- Number of volunteers recruited by the Coordinator
- Number of offender referrals by CSC

All work will be performed subject to the inspection and acceptance by the Project Authority.

The Project Authority or his designated representative will be responsible for monitoring the progress of the work and will be responsible for the technical requirements; the acceptance and approval of the deliverables. Any proposed changes to the scope of work may be discussed with the Project Authority, but any resulting changes can only be authorized by an amendment issued by the Contracting Authority.