

HOST CITY VOLUNTEERS

Fact Sheet: RECRUITMENT

When can I apply to become a Host City Volunteer?

You can apply to be a Host City Volunteer from March 2014 and registration will close once we reach our target number.

Who can apply to be a Host City Volunteer?

You can apply if you meet the following criteria:

- Be over the age of 16 by 1st January 2014 (there is no maximum age)
- Live, work, study or already volunteer in Glasgow
- Be available for a minimum of 4 shifts during Games-time (23rd July 2014 – 3rd August 2014)

How do I apply to become a Host City Volunteer?

You can request a Volunteer Recruitment Pack from the Host City Volunteers Team (contact details below) or your local community group. Once you have read all the information available please complete the Registration Form and Equal Opportunities Monitoring Form. You can contact the helpful Host City Volunteers Team if you would like a Recruitment Pack posted to an address of your choice. You can also find all this information on line at

www.glasgowlife.org.uk/communities/host-city-volunteering

Completed forms can be posted to Freepost RTAB-EBBR-UTKG, Host City Volunteers Programme, Glasgow Life, 220 High Street, Glasgow, G4 0QW (you do not need a stamp).

When will I hear back?

Once the Host City Volunteers Team has received your completed forms, you will be contacted within a week to talk about the next step. We will always try and get back to you as soon as possible.

When will I know if I have been successful?

The Host City Volunteers Team will keep you updated on the recruitment process. You will have an answer by the end of May.

Do I need volunteering experience?

It is not essential, however you must meet the criteria in the Volunteer Role Profile.

Will Host City Volunteers have duties inside any of the sporting venues?

The Host City Volunteers will be based in the heart of Glasgow welcoming the visitors to our city. The Host City Volunteers will NOT be at any sporting venues as these duties will be filled by clyde-siders. You will be at the centre of the festival celebrating all that Glasgow has to offer.

I am a person with a disability; will I be able to volunteer alongside my Support Worker/Personal Assistant?

Yes. We welcome everyone to join the Host City Volunteers Programme and your Support Worker or Personal Assistant is more than welcome to come along too. Please contact the Host City Volunteers Team to discuss any additional support required.

I have been accepted to become a clyde-sider, can I still apply to the Host City Volunteer Programme?

Yes. As long as you are able to commit to the minimum requirement of 4 Host City Volunteer shifts as well as your clyde-sider shifts.

Will you assist the Host City Volunteers with travel to their location during Games-time?

Yes, we will help with travel costs from your home to your volunteering location during Games-time.

How will the recruitment process ensure that Host City Volunteers represent the diversity of Glasgow?

We are working with community partners and ensure Host City Volunteers are representative of Glasgow's communities.

If I am successful and then find I am unable to commit, can I withdraw from the programme?

Yes of course you can withdraw at any time. We are delighted that you are offering us your time, but before you apply have a think about if you can commit. Any questions please contact the Host City Volunteers Team.

Do I have to be a UK citizen to apply?

You do not need to be a UK citizen, but you are required to meet the volunteer criteria to be eligible to volunteer within the UK (as noted in the Host City Volunteers Role Profile).

Is there an age limit for Host City Volunteers?

There is no maximum age limit. You do need to be over the age of 16 by the 1st of January 2014 and able to meet the volunteer criteria, as noted in the Role Profile.

Do I have to live in Glasgow to be a Host City Volunteer?

If you live, work, study or already volunteer in Glasgow we'd love to have you as part of our team.

Will accommodation be provided for Host City Volunteers?

We are unfortunately unable to cover accommodation costs.

Will you be carrying out any background checks?

All Host City Volunteers will be accredited. You will each have your own pass and we might need to do some confidential basic checks.

Accessibility

Is the Recruitment Pack available in any other formats?

If you require the Registration Form in any other format please call **0141 287 8919** or email **hostcityvolunteers@glasgowlife.org.uk**

If you require the forms in any other format such as braille, audio or easy read please contact the Host City Volunteers Team. The Team is also able to help you complete the forms over the phone and are happy to answer any questions. A British Sign Language interpreter is available to assist with recruitment information if needed.

Members of the Host City Volunteers Team and Glasgow Life Area Teams are on hand to support with registrations and there will be hubs situated in your local area. Contact us to find out your nearest support network.

What if I do not have internet access?

You do not need to have internet access. All you need to do is to pick up our Recruitment Pack from your local community group or you can contact the Host City Volunteers Team in the office and they can send you one. Your local library will also have the internet which you can access.

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Fact Sheet: TRAINING

Will Host City Volunteers receive training?

Yes, you will be given training and support to make sure you're ready to welcome the world to Glasgow. Volunteers will be required to attend up to two training sessions.

When will the training begin?

Training will begin from the end of April. This will be a good opportunity to meet the other Host City Volunteers and share your hopes and aspirations.

Will I have to do the training?

Yes, it is a requirement for all Host City Volunteers. We want you to be ready and feel comfortable with your role. It is also a good chance to ask any questions and meet your fellow volunteers.

What happens if I can't attend the training?

If you have any questions about attending the training, please contact us so we can talk through your options.

What time of day will the training sessions be held?

Training will be held at various different times and days to make sure that everyone can attend. Training locations will be all over the city so that you should not have to travel far.

What will the training involve?

Practical training sessions will cover all requirements for becoming a Host City Volunteer. It gives you a chance to meet the Host City Volunteers Team, gain information and learn facts about the city and the Commonwealth Games.

Will you assist with the cost of travel to the training sessions?

Yes, if you require assistance with travel costs to attend training, we can provide support.

Will refreshments be provided during training sessions?

Yes. Light refreshments will be provided during training.

Please contact us at;

Host City Volunteers Programme

Glasgow Life

220 High Street

Floor 5

Glasgow G4 0QW

Telephone: 0141 287 8919

Email: hostcityvolunteers@glasgowlife.org.uk