Information for Applicants

University of Guelph Leave for Change (L4C) program participants have the opportunity to embrace an adventure of a lifetime, volunteering their talents and skills with Uniterra partners in developing countries.

Leave for Change volunteers inevitably return to the University with a renewed sense of what is possible and a greater desire to effect change and build capacity on campus and in the community. We encourage all eligible University of Guelph staff and faculty to review the current positions available and to apply for the program.

Please read through the information provided on this website. If you have questions about the application process or about the volunteer experience, you can contact a past participant [1], or Human Resources at hr@uoguelph.ca [2].

Eligibility Criteria

The Leave for Change program is open to University of Guelph staff and faculty who meet the following eligibility criteria:

- Be a regular full-time employee or faculty member of the University who has successfully completed their probationary period.
- Must be a Canadian citizen or a permanent resident.
- Have no criminal record (This is a Department of Foreign Affairs, Trade and Development Canada requirement).
- Be in good health. You must be eligible for the Leave for Change insurance program.
- Be able to receive the following vaccines: Hepatitis A, Hepatitis B, Malaria, Meningitis, Yellow Fever, Typhoid, Polio (if necessary).
- Commit to a specific volunteer mandate with a partner organization in one of the Uniterra countries.
- Agree to take part in a two-day pre-departure training and half-day post trip debriefing.
- Agree to participate in post-trip University of Guelph Leave for Change events.
- Have enough vacation or personal leave time to participate in the program.
- Be an active University of Guelph employee at the time of the volunteer opportunity with Uniterra.
- Be able to complete the mandate before December 31, 2016.

**How to Apply**

Uniterra maintains a list of Leave for Change positions on their web site. Please click on the map under the heading "Discover our Available Positions" to see sample volunteer assignments and review them.

Note that though the positions advertised by Uniterra have been developed by the local partner organizations and are part of their capacity-building and organizational development plan, they represent just a small percentage of the skills and knowledge from which Uniterra’s local partner organizations could benefit. If you do not see a position that matches your skill set, do not be discouraged. Consider the skills and knowledge you have (e.g. facilitation & training, additional languages you speak, areas of expertise) and apply anyway. In your cover letter, please include the professional skills that you think you could contribute. If you are selected for an interview the L4C Program Manager will provide you with additional informational about the possible positions that would match your skills and experience.

Complete the full application package and forward it to Amélie Sylvain by Monday, March 7, 2016.

The full application package includes:

- A completed Applicant Information form
- A cover letter sharing your motivation for participating in Leave for Change
- Your résumé

**Key Dates & Events - 2016**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment Period Launches</td>
<td>January 19, 2016</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>March 7, 2016</td>
</tr>
<tr>
<td>Candidates will be contacted for interviews</td>
<td>After March 11, 2015</td>
</tr>
<tr>
<td>Interviews</td>
<td>March 17 &amp; 18, 2016</td>
</tr>
<tr>
<td>Successful Applicants Announced</td>
<td>Week of March 28, 2016</td>
</tr>
<tr>
<td>Pre-departure Orientation</td>
<td>May - June 2016 (Date to be confirmed)</td>
</tr>
</tbody>
</table>
critical to participants, as it includes cultural protocol, what to expect, oversea resources, expectations of your volunteer role, and other vital information for your volunteer trip.

**Volunteer Assignment (3-4 weeks)**
The timing of your volunteer assignment will be determined by your availability and the schedule of the partner organization with whom you will volunteer.

**Earliest Departure Date:** June 2016  
**Latest Departure Date:** December 2016

**Debrief with Uniterra & Human Resources**
As a means to continuously ask for feedback and evaluation, we have a debriefing for each participant, one month after return to Canada.

**Public Engagement Activities**
Participants are asked to give back to the University by sharing their Leave for Change experiences with the University community during and after their volunteer experience. In the past, participants have blogged about their experiences while they were abroad. Some participants have also created photo displays, presentations, and talks. You can share your Leave for Change experiences however you wish.

**Source URL (modified on 01/18/2016 - 13:58):** https://www.uoguelph.ca/hr/staff-faculty-leave-change/information-applicants

**Links**
[1] https://www.uoguelph.ca/hr/node/44/  
[2] mailto:hr@uoguelph.ca  
[4] mailto:amelies@ceci.ca  
[5] https://www.uoguelph.ca/hr/system/files/Leave%20for%20Change%20Applicant%20Information%20Form_2016_0.docx