



# **Past is Present** **Community Book Project**

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Discovering Niagara's History

## **Volunteer Manual**



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### Templated Forms on File To be distributed as required

Application Form

Volunteer Commitment Form

Volunteer Contact Information

Volunteer Schedule



## Project Overview

**P**ast is Present Community Book Project is a program managed by Literacy Link Niagara (LLN) offered throughout the Niagara Region. Its goal is to engage the Niagara community in adult, children and family literacy activities to celebrate the bicentennial while promoting the concept of “One Niagara”.

Based on the One Book, One Community concept, this initiative is in partnership with Early Childhood Community Development Centre (ECCDC). In addition to the adult component it will have a specialized children’s component with the goal of reaching the 6 and under audience.

Two books will be selected – one for adults and a second for children. LLN will lead the coordination of the adult’s project while ECCDC will lead the coordination of the children’s project.

The adult and children’s book will be cross promoted to emphasize the importance of family literacy.

The project begins January 23 and completes mid-December 2012 encompassing the mission, vision and values of Literacy Link Niagara.

The project will consist of the development, coordination and implementation of

- the Project Advisory / Steering Committee
- adult book selections and tool kit development
- children’s book selections and tool kit development
- Train the Trainer workshops
- event launch
- community book clubs and activities
- on-line book clubs and activities
- a scavenger hunt
- event wrap up
- evaluations of all activities



## Literacy Link Niagara (LLN) Overview

Literacy Link Niagara (LLN) is a regional coalition of literacy programs committed to adult basic education. This incorporated, non-profit organization was created in 1991 to provide a network for shared information and resources and a continuum of quality adult basic education services.

The 12 member programs meet the needs of adult students in the community and offer many ways to upgrade or improve their literacy skills such as one to one tutoring or peer/group work. There are four streams of literacy programs: Francophone, Anglophone, Native and Deaf.

Literacy “Link” is an apt name for the organization. LLN promotes the internal linking of member agencies to plan and provide information and training and the external linking of the broader community to literacy and its relation to significant community issues - employment, health, justice, and poverty.

### **Mission**

To connect, communicate and collaborate within the community to create literacy opportunities for adults.

### **Vision**

A Niagara where all adults have the essential literacy and basic skills they need to prosper in the community.



## Early Childhood Community Development Centre (ECCDC) Overview

The ECCDC is an independent, charitable organization dedicated to providing early learning and care professionals and programs in Niagara with affordable access to the specialized educational learning resources, training and supports they need to deliver high quality education and care to young children, and information to parents about early learning choices including licensed and home childcare options in Niagara. These services are funded by the Regional Municipality of Niagara, Children's Services Department who also serve as the Systems Manager for Child Care.

The ECCDC supports the provision of quality early learning and care programs outside of Niagara through its resources, consultation and training services, and projects such as Mentoring Pairs for Child Care. Services are available to Early Childhood Educators and teachers, as well as others involved in the education and care of young children. In the 17 years since its creation the ECCDC has become Canada's leading early learning and care resource, referral and support organization.



## Past Is Present Operations Team

Literacy Link Niagara Executive Director: Gay Douglas

Literacy Link Niagara Assistant Executive Director, Project Manager: Ashley Hoath

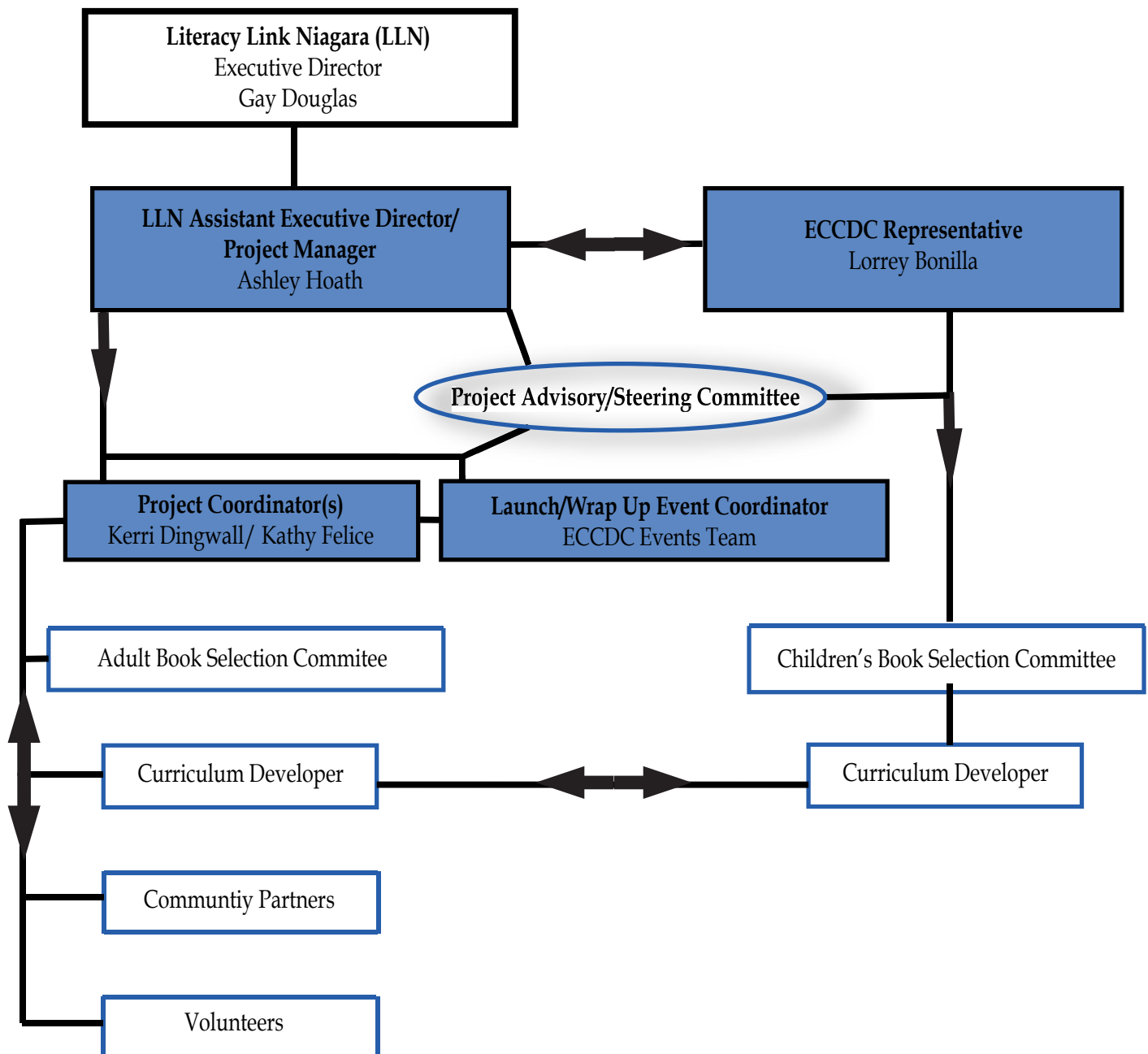
Early Childhood Community Development Centre Rep: Lorrey Bonilla

Launch and Wrap up Coordinator: Early Childhood Community Centre Events Team

Project Coordinators: Kerri Dingwall and Kathy Felice

## Past is Present Community Book Project Operations Team Chart

### Operations Team



## Values and Professionalism Policy

All volunteers are required to

- have a belief in the Mission and Vision of Literacy Link Niagara (LLN) and the Early Childhood Community Development Centre (ECCDC)
- treat all people with dignity, respect and care
- act with integrity, honesty and compassion
- provide high quality, effective service
- foster co-operation
- be accountable and transparent
- behave in an appropriate manner when presenting themselves as participants in this project

Areas of concern would include, but are not limited to

- abusive behaviour
- consistent complaints
- inappropriate physical contact with another person
- inappropriate language
- substance abuse behaviours
- inappropriate dress
- a disregard and/or non-compliance of LLN's policies

Gross misconduct is considered grounds for immediate dismissal and would include

- theft of program funds or property
- breach of confidentiality
- breach of the Human Rights Code
- deliberate misrepresentation of LLN
- reporting for a volunteer assignment while under the influence of illicit drugs or alcohol



Any person entering a volunteer position with the Past is Present Community Book Project is required to sign a Volunteer Commitment Form which covers

- permission to check references
- understanding and agreement to comply with the policies as outlined in the volunteer manual
- statement of confidentiality agreement
- consent to share email/phone contact information with project participants as required to complete their assignments
- consent to be photographed as a participant volunteer and permission to use said photographs for record keeping and Literacy Link Niagara (LLN) and Early Childhood Community Development Centre (ECCDC) promotion and marketing initiatives

## **Project Advisory / Steering Committee**

**Reporting to** Literacy Link Niagara (LLN) and Early Childhood Community Development Centre (ECCDC)

Committee activities will be coordinated by the Project Coordinators

### **Participants should**

- be supportive of family literacy activities
- have an interest in history
- be able to analyze the book for interest, historical content, Niagara region focus and community consumption

### **Job Description**

- review adult books
- review children's book
- develop a short list for each and make recommendations to the Adult Book Selection Committee

### **Minimum Commitment**

- attend one to three Project Advisory/Steering Committee meetings

### **Time Frame**

- concentration is March to May 2012. Evaluation and Wrap up November

### **Available Positions 5**



## **Adult Book Selection Committee**

### **Reporting to the Project Coordinators**

#### **Participants should**

- be supportive of family literacy activities
- have an interest in history
- be able to analyze the book for interest, historical content, Niagara region focus and community consumption

#### **Job Description**

- read, analyze and report on one adult book which may be considered for the final selection

#### **Minimum Commitment**

- attend one Project Advisory/Steering Committee

#### **Time Frame**

- concentration is March to May 2012. Evaluation and Wrap up November

#### **Available Positions 5**

## **Children's Book Selection Committee (Not Open to Volunteers)**

#### **Reporting to**

- Early Childhood Community Development Centre (ECCDC) Rep and Advisory/Steering Committee

#### **Participant Requirements**

- be supportive of family literacy activities
- community involvement with children 12 and under
- the ability to analyze a book for children's interest, relative to living in the Niagara region, and community consumption

#### **Job Description**

- read, analyze and report on the children's 'short list' of books

#### **Minimum Commitment**

- attend one Project Advisory/Steering Committee Meeting

**Time Frame** concentration is March to May 2012. Evaluation and Wrap up November

## **Information Distributor**

### **Reporting to Project Coordinators**

#### **Participants should**

- be supportive of family literacy activities
- have access to own transportation and ability/willingness to transport and deliver materials
- have a friendly outgoing personality

#### **Job Description**

- assist with assembly of Book Tool Kits
- pick up marketing materials or Book Tool Kits as assigned, and deliver to, specified locations within the allotted time period
- confirm distribution

**Minimum Commitment** 5 deliveries

**Time Frame** May through November 2012

**Available Positions** 20

### **Schedule Support Person**

### **Reporting to Project Coordinators**

#### **Participants should**

- be supportive of family literacy activities
- have a friendly outgoing personality
- have access to phone, computer and internet
- organizational skills

#### **Job Description**

- call volunteers to remind/confirm scheduled shifts and duties;
- inform Project Coordinators of any anticipated absences and/or concerns
- document activities and follow up

#### **Minimum Commitment**

- 10 hours over a 6 month time period June to November

**Time Frame** May through November 2012

**Available Positions** 4



## **Community Book Club and Activities Hosts**

### **Reporting to Project Coordinators**

#### **Participants should**

- be supportive of family literacy activities
- have a friendly outgoing personality
- have a willingness to participate in Train the Trainer workshop
- have access to own transportation
- have leadership and public speaking skills
- be able to document results

#### **Job Description**

- receive training as a book club host and the use of the Book Tool Kit
- lead a book club session based on the Book Tool Kit
- document activities

**Minimum Commitment** 3 book clubs, 1 to 2 hours per club

**Time Frame** May through November 2012

**Available Positions** 20

## **On Line Book Club and Activities Hosts**

### **Reporting to Project Coordinators**

#### **Participants should**

- be supportive of family literacy activities
- have a friendly outgoing personality
- have a willingness to participate in Train the Trainer workshop
- have computer access and high skill and comfort level
- have leadership skills
- be able to document results

#### **Job Description**

- to receive training as an on-line book club host and activities associated with the Book Tool Kit
- to monitor the on-line book club based on the Book Tool Kit
- document Activities

**Minimum Commitment** to be determined

**Available Positions** to be determined

## Scavenger Hunt Event Planning Committee

### Reporting to Project Coordinators

#### Participants should

- be supportive of family literacy activities
- have a friendly outgoing personality
- be creative
- have historical knowledge and research skills
- have computer access and high/medium skill and comfort level
- have fundraising experience
- dedication

#### Job Description

To participate in the planning committee with respect to

- site selection
- entertainment and activities
- fundraising
- hospitality
- volunteer management
- set up and tear down
- evaluation

#### Minimum Commitment

- full participation in the event team and follow through on activities
- commitment varies according to task

**Time Frame** April to September 2012

**Available Positions** 8



## Scavenger Hunt Event Day Team

### Reporting to Project Coordinators

#### Participants should

- be supportive of family literacy activities
- have a friendly outgoing personality
- be creative
- have historical knowledge
- have acting abilities – may be asked to dress in costume and role play

#### Job Description

- engaging participants in event day activities
- set up and strike

**Minimum Commitment** 3 hour orientation plus one full event day

**Time Frame** late summer/early fall

**Available Positions** 20

Please note Book Tool Kits will be developed under the direction of Literacy Link Niagara (LLN) and Early Childhood Community Development Centre (ECCDC). Additional volunteer opportunities may be available through this initiative or in the planning and implementation of the launch and wrap up events.



## Communications Policy

All volunteers will be recruited by the Project Coordinators or as advised by the Operations Team.

### Project Coordinators

Kerri Dingwall and Kathy Felice  
pastispresent@literacylinkniagara.ca  
905 – 650 - 3027

Communication to volunteers will be through

- media - Recruitment
- email - Collection and distribution of data
- phone - Confirmation of commitments
- in person - Orientation, Meetings, Event Day, Wrap Up

Communication to the general public will be through

- public service announcements
- social media
- print media
- word of mouth

Communication to the media will be by

- Literacy Link Niagara (LLN) or Early Childhood Community Development Centre (ECCDC) Rep
- Project Coordinators



## Procedures

### Recruitment, Screening, Monitoring and Recognition

#### Recruitment

Approximately 80 volunteer positions are required for this project. Volunteers may choose to fill more than one role.

Recruitment will be through the

- recommendations from the Past is Present Operations Team
- members of Literacy Link Niagara
- educational facilities such as schools
- historical contacts
- public libraries
- public service announcements
- on-line recruitment services
- social media

All interested parties will receive

- a brief overview of the **Past is Present** project
- volunteer application form

#### Screening

Upon returning a completed application, interested individuals will receive

- follow up contact from Project Coordinators
- in-person interview may be required if applicant is unknown to the Operations Team

#### Training

Past is Present approved applicants will receive

- volunteer manual
- orientation
- volunteer commitment form requiring a signature
- follow up contact from project coordinators

## Monitoring

**Past is Present** assigned volunteers will receive

- a volunteer schedule
- a reminder phone call or email regarding duties
- a follow up phone call or email regarding completed activities
- an opportunity to participate in a project evaluation

## Recognition

**Past is Present** volunteer participants will receive

- an invitation to attend a wrap up event
- a Certificate of Volunteer Appreciation



The **Past is Present** Community Book Project has been made available through the generous support of the Ontario Trillium Foundation.

Literacy Link Niagara (LLN) and the Early Childhood Community Development Centre (ECCDC) would like to thank the Ontario Trillium Foundation for recognizing the importance of bringing literacy activities to the families within the Niagara Region in commemoration of the War of 1812 and celebration of our local history.

