

Willow Springs Creative Centre Volunteer Opportunities & Training, Summer 2011

Below is a description of WSCC programs (some potential) and activities requiring volunteer assistance over the next 4 months. If you are able to assist us please email willowsprings@tbaytel.net or call **768-1336** to begin your volunteer position. Thanks!



Community Living's 'Growing Independence' Gardening Program

Start Date: First week of June

This is a weekly gardening program for adults with intellectual & physical disabilities. It takes place at 10 locations throughout the city. The program runs on Tuesdays, Wednesdays and Thursdays. Each location receives a 1 ½ hr session each week for 12 weeks that includes gardening, art & sometimes cooking activities. There is a WSCC Program Worker who leads the activities.

Program Times

Time & Day	Tuesday	Wednesday	Thursday
9am – 10:30am	1 volunteer needed	1 volunteer needed	1 volunteer needed
10:45am – 12:15pm	1 volunteer needed	1 volunteer needed	1 volunteer needed
12:45pm – 2:15pm	1 volunteer needed	1 volunteer needed	1 volunteer needed
2:30pm – 4pm	1 volunteer needed	1 volunteer needed	1 volunteer needed

→ Volunteer Opportunity:

Program Assistant: (1 Person) Assist Program Worker on Wednesday morning with the delivery of weekly programming at the same location(s). Help participants to engage in activities by assisting them to walk or wheel to the garden, encourage their participation, help set up art activities, clean up afterwards, help to document the experience in the garden journal(s), take photos. We would like to maintain continuity for the participants by keeping the same Program Worker and Volunteer(s) at each location throughout the program if possible.

Skills Required: Interest in gardening and garden art, experience with or willingness to work with people with intellectual & physical challenges

Training Required: Orientation to WSCC, Orientation to 'Growing Independence' gardening program

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Lazy Dames of Summer Adult Art Series

Lazy Dames is a weekly art class for adults, usually women. Each Wednesday evening from **June 22nd to August 31st** a class is offered by a different artist/artisan. The sessions run from 7pm to approximately 9:30 – 10pm.

→ **Volunteer Opportunity:**

Program Assistant: (1 person/Wednesday evening) Assist the Program Artist set up and clean up. Take payment from participants (cheques, cash, credit card or debit) and record. Set out tea, juice, and dessert, help with the art programming as required. Volunteer should be at WSCC at 6:30pm.

Skills Required: Customer service, kitchen skills, and willingness to support participants as they create

Training Required: Orientation to WSCC and the facility, Orientation to Moneris machine and sales system

Ontario March of Dimes Art Program

Start Date: Immediately

Every Tuesday afternoon from 2 to 4pm and every Thursday morning from 10am to noon WSCC offers inclusive adult art classes at March of Dimes on Camelot St. The program uses adaptable art techniques to allow all participants to participate.

→ **Volunteer Opportunity**

Art Program Assistant/Artist: (1 to 2 volunteers/class) The position involves assisting the Program Artist(s) to run the art class with adults with various disabilities. Help adapt art activities to allow all participants to take part. Help set up and clean up for sessions. Encourage participants' art making. Demonstrate techniques, assist in designing, making and installing the art.

Skills Required: Experience with or willingness to work with adults with various disabilities, interest and/or artistic ability, enthusiastic

Training Required: Orientation to WSCC & OMOD

Short Term Gardening Programming

We run several short term gardening programs for various groups such as the Stroke Recovery Group, George Jeffrey Children's Centre, LU Community Garden, etc. Sessions are scheduled throughout the summer. They usually are from 1 to 4 hours in length. The dates of these sessions are not set at this time.

→ **Volunteer Opportunity**

Program Assistant: (1 person/session) Assist Program Worker with the delivery of the gardening programming by helping set up and clean up, assisting participants to participate to their fullest by encouraging them, helping them to hold and/or use tools and materials and modeling skills.

Skills Required: Interest in gardening and garden art, experience with or willingness to work with people of different ages, people with various disabilities

Training Required: Orientation to WSCC, Orientation to program

Garden Development

Start Date: 2nd week of May

This summer we will do extensive grounds development work at Willow Springs Creative Centre. We will clean up and compact the accessible pathways, build more raised cedar vegetable beds, plant vegetables, trees, shrubs & shade plants, continue developing our nature trails and more. Working from the lead of our Grounds Committee our Garden Crew will assist to implement our summer plan. There will be planned group gardening session. We also encourage volunteer gardeners to come to work at anytime that suits their schedule. All prioritized garden jobs are listed on the white board on the backdoor on the Centre. There is a Volunteer Recording Sheet there as well.

→ **Volunteer Opportunities**

Grounds Committee: (3 -4 people) Meet as a committee, oversee the implementation of the garden plan, supervise other gardening volunteers, report to the WSCC Board re garden development needs and progress, follow the Grounds Committee Guidelines set out, gardening activities including garden lay out, design, creation, planting, transplanting, pruning, weeding, document the growth of the garden through journaling, photos, video and blogging.

Skills Required: Keen interest and/or knowledge of gardening, willingness to work as part of a team, ability to lead other volunteers in gardening activities, documentation skills

Training Required: Orientation to WSCC & the Concept Plan, Health & Safety re gardening activities, introduction to documenting process

Gardening Crew: (8-12 people) Gardening activities, garden lay out, garden creation, planting, transplanting, pruning, garden maintenance etc, document the tasks completed and hours worked

Skills Required: gardening skills or willingness to learn, willingness to work as part of a team, document tasks completed and hours worked

Training Required: Orientation to WSCC & the Concept Plan, Health & Safety re gardening activities, introduction to documenting process

WSCC Website/Blog

Start Date: Immediately

Willow Springs Creative Centre is eager to develop a creative, informative website that provides our clients, customers, funders and supporters with relevant, timely information, resources, services, products and pictures.

→ **Volunteer Opportunity**

Website Updating & Garden Blog: (2 – 3 people) Working with WSCC staff, volunteers will update the Willow Springs Creative Centre's website & keep an up-to-date garden blog. Work sessions will be set to suit individual schedules.

Skills Required: Computer skills, knowledge of website design or willingness to learn

Training Required: Orientation to WSCC, website & garden blog

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Gift Store

Start Date: Mid May

Store hours will be Wednesday to Sunday noon to 5pm

WSSC plans to reopen its Artisan Gift Store for the summer season. We will be profiling local and regional artists work. We hope to be able to sell some of our clients work as well as a line of Willow Springs' products. We will also sell food items.

→ Volunteer Opportunity

Gift Store Clerk: (2 – 5 people) Work with a Willow Springs' staff member to staff the gift store. Interact with the public, provide customer service, make and record sales, help to set up store displays, clean the gift store, assist with opening and closing of the store.

Skills Required: Customer service skills, ability to deal with money, good record keeping skills, appreciation of local art/artists, willingness to work independently or as part of a team

Training Required: Orientation to WSSC, facility, Moneris machine & book keeping system, health & safety review

Summer Art Camps

Start Date: Mid July

WSSC offers two weeks of art camp for children 4 to 7 (Playing with Sound) and 8 to 12 (Constructing Art). The camps run from 9am to 4pm Monday to Friday. We usually have 10 to 16 children at each camp. Our purpose is to offer the children a dynamic, hands-on art experience.

→ Volunteer Opportunity

Art Camp Assistant: Assist the Art Camp Artists to deliver the programming, help set up and clean up activities, provide supervision to the children, encourage campers with their art making, prepare and serve snacks

Skills Required: enjoy working with children, creative, enthusiastic, responsible, good problem-solver, food prep & cleaning skills

Training Required: Orientation to WSSC and summer camp agenda, artists & materials, Health and safety review

Criminal Background Check is required for this position

Administrative Work

Start Date: Immediately

WSSC has on-going administrative duties; filing, computer data input, report writing, mail outs, etc.

→ Volunteer Opportunity

Administrative Assistant: (1 – 3 people) Assist Coordinator and staff and other volunteers by performing office duties as listed above. Flexible positions to fit with your schedule.

Skills Required: office skills, computer skills, good problem-solver, ability to work independently, organizational skills, cleaning skills

Training Required: Orientation to WSSC, filing system, office equipment and health & safety procedures