



Society Promoting Environmental Conservation

# VOLUNTEER GUIDE

# SPEC Volunteer Projects 2003

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Welcome to SPEC! We are excited that you will be joining us. Our organization relies on volunteers like you. SPEC volunteers work in teams in several different project areas. Each project team reports to the Outreach Coordinator.

The four project teams for 2003 are:

- The Building Team
- The Community Outreach Team
- The Community Survey Team
- The Greenpages Research Team

For more info on each volunteer project, see accompanying job descriptions. If you have any questions, please don't hesitate to contact our Outreach Coordinator, Genevieve Bucher at 604-736-7732 or by email at [gvieieb@hotmail.com](mailto:gvieieb@hotmail.com)

*Founded in 1969, the Society Promoting Environmental Conservation (SPEC) is one of the oldest environmental organizations in British Columbia. SPEC initiatives promote environmental well-being in BC with a special focus on urban issues in the Lower Mainland and Georgia Basin.*

## SPEC Volunteer Program Goals

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- ☞ To provide the opportunity for volunteers from all backgrounds and experiences to become involved in their community
- ☞ To provide volunteers with meaningful work, and transferable skills and experience
- ☞ To broaden the base of support in the Lower Mainland for SPEC
- ☞ To support SPEC in achieving its purposes as an organization
- ☞ to promote the maintenance of a health, livable environment for all life;
- ☞ to prevent and eliminate pollution;
- ☞ to promote the conservation of energy and all natural resources;
- ☞ to investigate, study and correlate facts in respect of ecological and pollution problems and to publish and make available such studies to the general public;
- ☞ to assist others in the pursuit of environmental conservation.

# SPEC Volunteer Contract

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Welcome to SPEC! We are excited that you will be joining us. Our organization relies on volunteers like you.

As a volunteer with SPEC, you have the responsibility to:

- ☞ Arrive on time to your scheduled shift
- ☞ Take responsibility for your assigned role
- ☞ Treat other volunteers and employees with respect
- ☞ Take charge of signing-out and recording your hours
- ☞ Let us know as soon as possible if you are unable to make your shift
- ☞ Raise any concerns to the Outreach Coordinator

As an organization working with volunteers, we have the responsibility to:

- ☞ Provide you with meaningful work
- ☞ Treat you as an equal co-worker
- ☞ Provide effective training, supervision and feedback
- ☞ Provide you with the opportunity to participate fully
- ☞ Recognize and thank you for work done

SPEC will include this form in your volunteer file. This file is confidential and information will not be disclosed to outside agencies or individuals. You may view your file upon request.

If you agree to the above, please sign below.

\_\_\_\_\_  
Volunteer Print Name

\_\_\_\_\_  
SPEC Staff Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Society Promoting Environmental Conservation

2150 Maple Street ph: 604-736-7732 enviro@spec.bc.ca  
Vancouver, BC V6J 3T3 fx: 604-736-7115 www.spec.bc.ca

Since 1969, Environmental Advocacy, Education and Conservation



### Job Description: Building Team Member

**Purpose:** SPEC is currently doing a variety of projects to renovate our building on 6<sup>th</sup> and Maple in Vancouver. Building Team Members will help out with a variety of projects to make SPEC a more welcoming place.

#### **Duties:**

- Assist on renovation projects
- Painting
- Carpentry
- Clean-up
- Hauling of materials

#### **Qualifications:**

- Methodical work habits
- Good team player
- Access to a truck an asset
- Positive attitude

#### **Benefits to the volunteer:**

- FREE SPEC membership after 10 hours of work
- Volunteer recognition events
- Reference letter after 15 hours of work upon request

**Timeframe:** Ongoing through the summer of 2003, depends on your availability and the project.

**Site:** at the SPEC building

#### **Some Helpful Tips:**

- You might want to wear clothes that you don't mind getting dirty or stained.
- Come on in! Find a staff member to tell you what the project for the day is, if you haven't been told already
- Make sure you take a break whenever you feel you need one
- If you have any questions, please don't hesitate to ask any staff member



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### Job Description: Community Outreach Team

**Purpose:** Community outreach members will attend events on behalf of SPEC to provide information on current projects and answer questions for the public.

#### **Duties:**

- Represent SPEC at community events
- Use display to distribute information to event attendees
- Answer questions, chat with public in an approachable way
- Have FUN!

#### **Qualifications:**

- Interest in learning about urban environmental issues; knowledge or education about the environment in an asset
- Experience interacting with the public
- Positive attitude

#### **Benefits to the volunteer:**

- Community Outreach Training Session
- FREE SPEC membership after 10 hours of work
- Volunteer recognition events
- Reference letter after 15 hours of work
- Save the environment!

**Timeframe:** Depends on event (ranges from a couple of hours to all day)

**Site:** Depends on event

#### **Some Helpful Tips:**

- ☞ Contact the Outreach Coordinator to confirm the date and time of the event
- ☞ If you are going without a SPEC staff member, make sure you have the materials/display that you need
- ☞ Once you get to the event, check in with the event coordinator to see where you can set up the display and/or station yourself to hand out materials and interact with the public
- ☞ Make sure to take breaks and enjoy the event you are at
- ☞ if you have any questions, ask the Outreach Coordinator

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### Job Description: Community Survey Team

**Purpose:** Community Survey Team members will be at various locations (ex. Granville Island, the beach, shopping centres etc.) in Vancouver administering a brief questionnaire to willing members of the public. This information will give SPEC a strong indication of the issues that Vancouverites are interested in, and will help us focus on particular issues in the coming year.

#### **Duties:**

- Represent SPEC in the community
- Ask community members to complete survey
- Answer questions, chat with public in an approachable way
- Have FUN!

#### **Qualifications:**

- Interest in learning about urban environmental issues
- Knowledge or education about the environment in an asset
- Experience interacting with the public
- Positive attitude

#### **Benefits to the volunteer:**

- Community Survey Training Session
- FREE SPEC membership after 10 hours of work
- Reference letter after 15 hours of work
- Volunteer recognition events
- Help save the environment!

**Timeframe:** Minimum 2 hour shifts

**Site:** Flexible

#### **Some Helpful Tips:**

- ☞ Meet at the SPEC office to get instructions and materials
- ☞ Go to location
- ☞ Ask public to complete surveys
- ☞ Make sure to take breaks and enjoy the location



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### Job Description: Greenpages Research Team Member

**Purpose:** SPEC is currently updating our web site and providing information on the Vancouver Environmental Information Centre. Research Team Members will gather current information, resources and references on a variety of urban environmental issues to be used in the Greenpages section of our website.

#### **Duties:**

- Research an urban environmental issue that corresponds to the list of questions needed for the Greenpages
- Assemble some information on background issues and a list of other resources and reference (see following description and examples)

#### **Qualifications:**

- Interest in urban environmental issues; knowledge or education about the environment in an asset
- Internet Research skills
- Positive attitude

#### **Benefits to the volunteer:**

- Great experience to add to your resume
- FREE SPEC membership after 10 hours of work
- Volunteer recognition events
- Help save the environment!
- Reference letter after 15 hours of work
- Get to know other people in your community

**Timeframe:** Depends on event

**Site:** at the SPEC office, or at home

#### **Some Helpful Tips:**

## SPEC Greenpages Description and Examples

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SPEC's new Greenpages will provide answers to commonly asked questions about the environment.

Some questions will be general, and the information can be applied by anyone. Other questions will be specific to the Greater Vancouver area (for example if the question is "Where can I buy environmentally friendly products?" only stores in the Greater Vancouver area need be listed).

Each question will have a brief answer and then will list resources, such as websites, phone numbers, or locations of businesses or groups that can provide products, services, or further information.

### *Example:*

#### Question:

"Where can I find out about environmental organizations in British Columbia?"

#### Answer:

"The BC Environmental Network (BCEN) provides listings of environmental organizations on their website"

#### Resource:

**Name:** British Columbia Environmental Network

**Description:** The BC Environmental Network (BCEN) is a network of community-based British Columbia environmental organizations. Organizations within the Network advocate for environmental responsibility and community participation in activities leading to ecological sustainability

**Contact Info:** 610 – 207 W. Hastings St., Vancouver BC V6B 1H7. 604-879-2279 (phone) 604-879-2272 (fax)

**Email:** [info@bcen.bc.ca](mailto:info@bcen.bc.ca)

**Website:** [www.bcen.bc.ca](http://www.bcen.bc.ca)

Not all of this information will be available for each question, and some questions will be more complicated (i.e. there will be several answers or several resources).

Below is a list of some preliminary questions that will be included in the greenpages. Some of the information required may already be on SPEC's website at:

<http://www.spec.bc.ca/enviroinfoctr/hotline/index.htm>

but the information needs to be confirmed, updated, and in some cases elaborated upon.

Start by looking at the SPEC website, and then search other sites online or call groups to confirm information, contact details etc.

When you are finished a question, email the information (in straight text, word or excel format – whatever you prefer) to [outreach@spec.bc.ca](mailto:outreach@spec.bc.ca)

Thank you very much for your help!

P.S. if there are any questions that you think should be on the website please suggest them to us by emailing us at [outreach@spec.bc.ca](mailto:outreach@spec.bc.ca)

1. Where can I buy environmentally friendly cleaning products?
2. Where can I get recycled/environmentally friendly materials?
3. How can I get a plot in a community garden?
4. What can't I pour down my household drain?
5. How can I make my home more energy efficient?
6. What can I do to help Canada reach its Kyoto targets?
7. What colleges/universities offer environmental science/studies programs?
8. Where can I get a rainbarrel?
9. Where can I get organic food?
10. How can I stop junk mail from coming to my home/office?
11. Who do I contact to make a complaint about noise?
12. Who can I contact about getting soil/water tested for contamination?
13. What do I do if I see someone cutting down a tree?
14. Where can I get recycled/unbleached paper?
15. How do I report a spill or dumping of hazardous materials?
16. What do I do with old batteries?
17. How can I get into a car-pool?
18. Where can I find out about bike routes in the lower mainland?
19. How can I attract birds/wildlife to my garden?
20. How do I start a local community or neighbourhood association?