

**STAFF REPORT: RECREATION**

**REPORT TO:** Infrastructure and Recreation Committee  
**MEETING DATE:** April 12, 2010  
**REPORT NO.:** DOR 11 20  
**SUBJECT:** Craigleith Heritage Depot Volunteer Recruitment Strategy  
**PREPARED BY:** Suzanne Purdy, Curator

**A. Recommendations**

THAT Council receive Staff Report DOR 11 20 entitled “Craigleith Heritage Depot Volunteer Recruitment Strategy” for information purposes.

**B. Background**

The work of the volunteer is essential and a much sought after resource for the continued success of The Craigleith Heritage Depot operation. A well organized Volunteer Program, complete with job descriptions and scheduling will allow the community further involvement with The Craigleith Heritage Depot programs and services. It is anticipated that the Craigleith Heritage Depot will increase programs and services to the community through volunteer assistance as is outlined in *The Craigleith Heritage Depot Strategic Plan March 2011*.

Below please find the Volunteer Recruitment Strategy time chart:

Date	Activity	Description	Cost
Week of March 14th	Contact Community Volunteer Associations	<ul style="list-style-type: none"> <li>• Volunteer Canada</li> <li>• Emily Black, MyVolunteerPage</li> <li>• Chamber of Commerce</li> <li>• Local BIA</li> <li>• Ontario Volunteer Centre Network</li> <li>• Volunteer Coordinators Network</li> </ul>	\$0
Week of March 21th	Engage current volunteers	Invite current volunteers to assist with recruitment strategy campaign. Assign a volunteer coordinator	\$30 meeting expenses - refreshments
Week of March 28st	Create volunteer advertising/recruitment poster  Revamp the volunteer manual and update job	With the assistance of the volunteer coordinator	\$0

	descriptions		
Week of April 4 <sup>th</sup> and 11th	Communication of Volunteer Recruitment Campaign with the community advertising Volunteer Meet and Greet May 14 <sup>th</sup> , 2011.	E-blast through Lisa Kidd Posters through community Rogers Cable and Radio Presentations to Probus, Rotary, etc Local newspaper ad	\$0 Cost of ink \$0 \$0 \$150 x 4 = \$600
May 14th	Volunteer Meet and Greet 2:00 – 4:00	At The Depot with literature on hand and individual orientation with Curator and Volunteer Coordinator. Job sign up sheets will be on-hand. Curator and Volunteer Coordinator to create a 2011 Volunteer Task Schedule/Calendar.	\$50 meeting expenses - refreshments

**C. The Blue Mountains' Strategic Plan**

Supporting the development of social and recreational programs to meet the broad range of needs in the community.

Preserving and enhancing natural and environmental features, and cultural heritage of the community.

**D. Environmental Impacts**

None at this time

**E. Financial Impact**

Total cost of Volunteer Recruitment Campaign is \$680.00

**F. Attached**

None.

Respectfully submitted,

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Suzanne Purdy, Curator

For more information, please contact:

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