

Funded by the
Government of Canada's
Community Services Recovery Fund

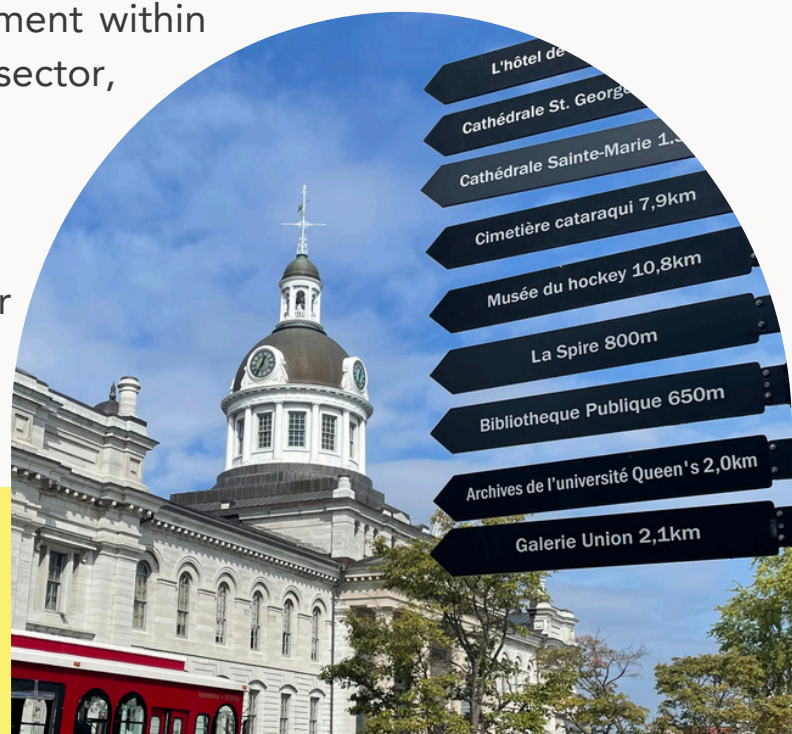
Canada 

Volunteers Welcome!

Volunteers are a critical part of the cultural heritage sector. Without them, many cultural heritage sites could not operate and open their spaces and programs to the public.

The Kingston & Area Association of Museums, Art Galleries + Historic Site (KAM) recognizes the importance of volunteer involvement and the benefits it provides to organizations, communities, and individuals.

To better support volunteer engagement within the Kingston & area cultural heritage sector, KAM is pleased to introduce our *Connecting with Cultural Heritage* initiative – a volunteer recruitment program that provides basic volunteer training and connects interested volunteers to cultural heritage sites.



Connecting with Cultural Heritage

A stylized illustration of several hands reaching out towards the center, rendered in white lines on a yellow background. The hands are positioned around the right side of the title, symbolizing connection and community.

Why?

Cultural heritage sites depend on volunteers to operate and provide services to their communities and visitors. Volunteer recruitment and retention is always a challenge in the best of circumstances, and COVID-19 further impacted volunteer engagement in significant and varied ways.

What?

With funding support from the Community Services Recovery Fund (funded by Employment and Social Development Canada and administered by the Canadian Red Cross), KAM has developed a new volunteer program, entitled: *Connecting with Cultural Heritage*.

This initiative serves to connect individuals to cultural heritage organizations within Kingston & area, expanding opportunities for engagement across our diverse communities, facilitating personal growth and skill development, and building capacities of cultural heritage sites through strong volunteer contribution and involvement.

The Canadian Code for Volunteer Involvement

The KAM *Connecting with Cultural Heritage* program adheres to the Canadian Code for Volunteer Involvement developed by Volunteer Canada – a national organization that provides leadership, expertise, standards of practice, and resources for volunteerism. The Canadian Code for Volunteer Involvement advocates the value of volunteer involvement and outlines best practices for meaningful and responsible volunteer engagement.

The Value of Volunteer Involvement!

- Volunteer involvement is fundamental to a healthy and democratic society in Canada.
- Volunteer involvement is vital for strong and connected communities.
- Volunteer involvements builds the capacity of organizations.
- Volunteer involvement is personal.
- Volunteer is about building relationships.
- Volunteers have rights. Charitable and non-profit organizations recognize that volunteers are a vital human resource and will commit the appropriate infrastructure to support volunteer involvement.
- Volunteers have responsibilities. Volunteers make a commitment and are accountable to the organization.



Standards of Practice for Volunteer Involvement!

- Mission-based Approach
- Integrated Human Resources approach
- Infrastructure for Volunteer Involvement
- Evaluation Tracking, Measuring and Reporting
- Volunteer Roles and Recruitment
- Risk Management
- Screening
- Orientation and Screening
- Support and Supervision
- Recognition (valuing Volunteer involvement)

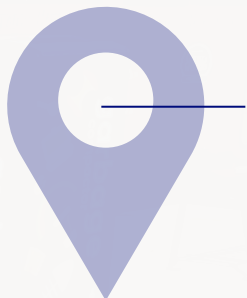


For more information and resources about The Canadian Code of Volunteer Involvement visit: volunteer.ca



The Decent Work Charter!

In further support of the Connecting with Cultural Heritage program, KAM has also adopted the Decent Work Charter, an initiative from the Ontario Non-Profit Network, which advocates for inclusive, healthy, and equitable conditions of labour as underpinning individual, community, and organizational well-being. The concept of decent work intersects with the Volunteer code in that volunteer (unpaid) roles and tasks must be clearly delineated from employee (paid) roles and tasks.



For more information about Volunteers and the Decent Work Charter, visit: <https://theonnn.ca/publication/volunteers-and-decent-work-whats-the-connection/>



Who?

All KAM members are welcome to participate in the *Connecting with Cultural Heritage* Program as a host site or organization. This program is considered part of KAM member services, but participation is optional, and renewable on an annual basis. The Connecting with Cultural Heritage program is not intended to replace individual site policies and procedures related to volunteer management, but rather as a complimentary support service to help connect volunteers to cultural heritage sites and to support best practices.

How?

Volunteers

Connecting with Cultural Heritage invites applications from three categories of volunteers: Student (Secondary, 14-18); Student (Post-Secondary, 18-65+); and General (18-65+). Each applicant will complete an Expression of Interest form that includes contact details, volunteering availability, reasons for volunteering and activity interests, references, pertinent skills, and experiences, and of course, the site or sites at which they would like to volunteer (based on the host sites registered with the program). Program registrants will then complete a basic volunteer training program that includes the following topics:

- Introduction to the Kingston & Area Association of Museums, Art Galleries and Historic Sites (KAM) and Kingston & Area cultural heritage sector.
- Canadian Code for Volunteer Involvement and the Decent Work Charter.
- AODA online training (certificate will be provided to host site).
- Introduction to Equity, Diversity, and Inclusion (in partnership with KEYS)
- Introduction to Health and Safety
- Customer Service – Key Principles
- Customer Service – Essential Skills

- Leading Visitors through Cultural Heritage Sites
- What's the big IDEA? Inclusion, Indigeneity, Diversity, Equity and Accessibility in Cultural Heritage Sites
- Collections Awareness

Host Sites

KAM members must actively register to participate in the *Connecting with Cultural Heritage* program as a host site. You will be asked to complete a registration form detailing your site and staff contact information, volunteer type and roles available, times and dates required, CRC and Vulnerable Sector Check requirements. KAM will transfer the applicant files to the appropriate host sites for consideration. At this stage, it is the host site's responsibility to review, assess, contact, and screen potential volunteer applicants. As part of program registration, host sites agree to initiate these processes within a timely manner of receiving the applicant files (usually 2-weeks). Once the volunteer has officially been accepted by the site, all responsibility for volunteer HR management, additional site training, scheduling, task assignment, etc. transfer to the host site.

KAM

KAM will be responsible for organizing volunteer consent and permissions from program participants, providing basic volunteer training, creating an applicant file and record of training, and then, transferring volunteer files to the appropriate host sites.

KAM will also be responsible for promoting this program to the communities of Kingston & area, though we welcome member promotion as well! Once a program participant has been accepted as a volunteer at a host site, the participant will be discharged from the *Connecting with Cultural Heritage* program. If a host site is unable to accept a program participant as a volunteer, KAM will assist the individual in finding a placement at another participating site.

When?

The *Connecting with Cultural Heritage* program will be launched to the public in September 2024.

There will be three cycles of intake and training for the Connecting with Cultural Heritage program per annum: **October**, **January**, and **April**. Once program registrants have completed their basic volunteer training program, KAM will transfer applicant files to the appropriate host sites.

Find Out More!

For more information about KAM's *Connecting with Cultural Heritage* volunteer program, please visit:


www.kingstonmuseums.ca/engage/connecting-cultural-heritage-volunteer-program






Contact Us!

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