Welcome to Evergreen!
We’re thrilled to have you volunteer with us and look forward to your involvement. This package will provide you with all the information you’ll need to get started.

INSIDE:
- About Evergreen
- What We Do and Where We Work
- Volunteering at Evergreen
- Being a Great Volunteer

OTHER MODULES AVAILABLE:
- Evergreen Brick Works in Focus
- Evergreen Halifax in Focus
- Evergreen BC in Focus
- Volunteer Impact User Guide

MISSION
To inspire and enable action to green cities.

VISION
Green Cities, Healthy Planet.

Lead Volunteer Partner:

INVESTING TIME MANULIFE VOLUNTEERS
Manulife
ABOUT EVERGREEN

Evergreen is a national not-for-profit that inspires action to green cities

With more than 85 percent of Canadians living in cities, our disconnection from nature has never been greater—causing real problems for the health of the environment, our communities and our economy.

Evergreen’s work is driven by our belief in the power of people to enact positive change and restore the natural health of their communities. Focusing on four program areas—Greenspace, Children, Food and CityWorks—we build partnerships with diverse groups and engage key influencers and the public to inspire local action and create sustainable cities.

AUDIENCE
• General Public
• Influencers

ACTIVITIES
• Educating
• Hands-On
• Connecting Communities
• Solutions
• Convening

OUTPUTS
• Awareness
• Knowledge
• Networks
• Motivation

OUTCOMES: Behaviour Change
• Healthier Natural Urban Environments
• Healthier People & Communities
• Stronger Green Economy

LONG-TERM OUTCOME
• Sustainable Cities

Where We’ve Come From
1991: Evergreen leads their first tree-planting in Toronto.
1991: Becomes a registered national charity.
1993: Learning Grounds programs begin.
2002: Native Plant Database launched.
2006: First Brick Works farmers’ market.
2010: Evergreen Brick Works opens.
2012: CityWorks programs launch.
2014-15: Volunteer Engagement builds in Halifax, Kitchener/Waterloo and Calgary

Since 1991, Evergreen has:
• Impacted 1 million children and transformed 3,000+ school grounds across Canada
• Facilitated or funded 2,000+ greening projects in parks and public spaces
• Engaged 190,000+ volunteers in restoring urban environments

Evergreen is a charity.
Evergreen’s financial supporters range from generous individuals and foundations who support us with monthly donations to significant corporate sponsors and government funders (2/3 of our budget). We also generate some revenue from Evergreen Brick Works, through retail, leasing, event and parking (1/3 of our budget). Evergreen strives to keep its administrative and fundraising costs low, at about 19% of Evergreen’s annual income. A list of our current supporters can be found in the Donate section of our website. Evergreen’s total operating budget is $12 million.

Evergreen is People
• Governed by a Board of Directors
• Led by CEO Geoff Cape and a senior executive team
• Operated by nearly eighty talented staff (+part-time/ seasonal) across the country
• Mobilized by thousands of incredible volunteers

Our Values
Collaboration
Innovation
Accountability
A Systems Approach

Evergreen 101 – Volunteer Orientation 2014
WHAT WE DO

Evergreen’s work focuses on the diverse and inclusive engagement of communities in four key areas that we believe are essential for creating sustainable cities:

**Greenspace**
*Connecting people with nature in our cities.*
- Restoring public spaces by planting native species
- Fostering citizen science
- Enabling eco-gardeners
- Nurturing knowledge of the natural world

**Children**
*Engaging young Canadians in discovering nature first hand.*
- Greening school grounds
- Fostering outdoor learning and play
- Empowering teachers through training, design expertise and conferences
- Cultivating youth leadership

**Food**
*Supporting a local, healthy and sustainable food system for all Canadians.*
- Strengthening regional food economies by providing food producers access to market (Farmers’ Markets and CSAs)
- Hands-on food education
- Celebrating food growers and artisans through events
- Supporting community-based urban food growing & urban agriculture

**CityWorks**
*Advancing ideas and innovation for building sustainable cities.*
- Showcasing innovation
- Convening expertise and cultivating leaders
- Engaging citizen action

**Evergreen Brick Works**
*An environmental community centre that inspires and equips visitors to live, work and play more sustainably.*
- Showcasing Evergreen’s varied work - gardens, green design and more
- Nature-based programming and activities for children and families
- Enabling active urban exploration through cycling, tours & walks
- Celebrating sustainable cities with festivals, exhibits and events
- Providing access to sustainable plants and products at our Garden Market

The **Native Plant Database** is Canada’s most thorough searchable guide to native trees, wildflowers, shrubs, grasses and vines, ideal for schools, community groups, home gardeners, professional landscapers and ecologists alike. It’s easy to use, with detailed information about a wide range of plant species.
WHERE WE WORK

Evergreen Brick Works, Toronto

Evergreen Brick Works (EBW) is Evergreen’s home base since 2010, as well as:

- Canada’s first large-scale environmental community centre—the result of a 10-year adaptive reuse project to reclaim the previously abandoned Don Valley Brick Works industrial site
- A vibrant public space featuring a weekly local farmers’ market, public programs for children, youth and adults, educational programs, festivals, a retail garden market, a café/restaurant and more
- A showcase for green design: water conservation, renewable energy, waste reduction and alternative transportation. The one new building on site is a LEED Platinum facility
- A “living lab” where environmental innovators and companies can share ideas
- The home of Evergreen’s national and Toronto offices

Across Canada

Regional office in Vancouver

The home base for Evergreen in BC—key initiatives include:

- Community stewardship throughout Metro Vancouver
- Uncover your Creeks (various parks in Metro Vancouver)
- Project Green Bloc
- 2015: 100in1 Day, June 6

Local program development in Halifax, Kitchener-Waterloo, Calgary and Hamilton (new 2014-2015)

- Volunteer engagement, outreach, training and networking
- 100in1 Day, June 6 (not all locations)

Offering programs and support in communities, municipalities and through school boards across Canada:

ON: Brampton, Burlington, Guelph, Kitchener/Waterloo, Markham, Milton, Mississauga, Oakville, Oshawa, Ottawa, Richmond Hill, Scarborough, Toronto, Uxbridge, Whitby

BC: Burnaby, New Westminster, North Vancouver, Richmond, Surrey, Vancouver, Victoria

NS: Halifax and surrounding areas

Other: Calgary, Edmonton, Winnipeg, and growing

Grants, Training and Resources

Since 1992, we have provided funds to projects across Canada—from wetland restoration to school ground food gardens

- over $7.3 million given
- more than 6,100 projects

To help ensure project success, we also provide:

- training, design and maintenance advice
- print and online resources
VOLUNTEERING AT EVERGREEN
Evergreen celebrates the meaningful involvement of volunteers from all walks of life—it is central to our making a difference at both the local and national levels. We value the skills, experience, enthusiasm and contributions that volunteers bring to all aspects of our mission to inspire and enable action to green cities. Evergreen and its volunteers both benefit from this essential partnership.

Volunteers are at the heart of everything we do, through over 75 different roles a year. For over 24 years, volunteers across Canada have been supporting a host of program and working behind the scenes: building community, raising awareness and inspiring and engaging Canadians to take action to green cities.

Top reasons people volunteer with Evergreen:
- To make a difference and give back to the community
- To connect with nature
- To learn more about the environment
- They believe in Evergreen’s mission and vision

In the words of some volunteers:
“Volunteering is fun! Working with people and learning new things about the world and what is going on with our planet, community and health.”

“This was completely different from my normal profession. I was just enjoying getting involved in something different.”

“The experience that I garnered from volunteering with Evergreen has helped me decide what I want to do with my life.”

Who is a volunteer?
Volunteers are members of the community who contribute their time, energy and talents to Evergreen’s work, for the benefit of the community, with no monetary reward (beyond the reimbursement of expenses). Our volunteer program also welcomes (as appropriate) individuals in programs such as community service to serve as part of the Evergreen volunteer team.

Want to learn more about Evergreen and volunteering?
- Evergreen’s website has up-to-date info about who we are and what’s happening
- Volunteer orientation & training modules, resources and sessions available by location and program
- Evergreen has policies and procedures for volunteers and our whole team.

Volunteer Impact
is Evergreen’s online volunteer system where you can find the latest news, resources, new opportunities, sign up for shifts, check your schedule and log hours. Log-in at www.myvolunteerpage.com. Forget your username or password, just follow-the instructions to re-set!

JUST ASK YOUR STAFF LEAD OR E-MAIL volunteer@evergreen.ca
BEING A GREAT VOLUNTEER

You've joined the Evergreen volunteer team—now what? We welcome your participation and involvement and are committed to providing you with a positive experience as described below. The partnership between Evergreen and volunteers is a dynamic one where:

<table>
<thead>
<tr>
<th>Evergreen offers:</th>
<th>Volunteers are expected to:</th>
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<tbody>
<tr>
<td>• An opportunity to inspire action to green cities</td>
<td>• Be committed to their role</td>
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<td>• Learning opportunities: training and support by staff and volunteers</td>
<td>• Be team players</td>
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<td>• Regular volunteer communications</td>
<td>• Be friendly, positive ambassadors for Evergreen, whatever their role</td>
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<td>• Appreciation events and recognition for your contributions</td>
<td>• Be flexible and helpful</td>
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<tr>
<td>• Opportunities to grow within Evergreen</td>
<td>• Come prepared</td>
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<td>• Refreshments/snacks during volunteering as appropriate</td>
<td>• Notify staff as soon as possible if they can’t fulfill their commitment</td>
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<tr>
<td>• Opportunities to network and connect with people in your community</td>
<td>• Sign in or track their own hours (as applicable)</td>
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<tr>
<td>• A safe working environment</td>
<td>• Respect the confidentiality of any personal information they have access to</td>
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<tr>
<td>• A respectful environment that provides opportunities for your meaningful engagement and to provide input</td>
<td>• Stay safe on the job &amp; avoid putting others at risk</td>
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<td></td>
<td>• Be respectful of others</td>
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Screening & Placement

- We are committed to providing recruitment and selection processes for volunteers that are open, welcoming, fair and consistent. We try to find the best match between your interests and skills and Evergreen’s needs. Evergreen seeks to offer a broad range of opportunities to prospective volunteers, but cannot guarantee a volunteer placement for everyone.
- Each volunteer role is evaluated for level of responsibility, skill and risk to determine screening and supervision. When volunteers will be responsible for vulnerable persons (e.g. day camp), they will need to have a Police Reference Check (vulnerable persons).

Diversity, Equity & Inclusion

Evergreen recognizes the dignity and worth of every individual and strives to create a climate of understanding in our workplace and programs, in which all staff, volunteers, stakeholders and visitors are treated with respect and dignity, are able to contribute fully, with equal opportunities.

- **Equitable:** no one is denied access to opportunities for reasons unrelated to ability (e.g. having the requirements for the role), and all have access to the fullest opportunities to develop individual potential.
- **Diversity:** we value the rich diversity of workers and participants, which includes people of different races, cultures, religions, ages, genders, abilities, and sexual identities. Evergreen strives to reflect the diversity of the communities we serve, and is committed to achieving a fair and representative organization.
- **Inclusion:** we will take measures to ensure the full participation of all groups protected under human rights legislation - in particular those which traditionally have been under-represented.
Orientation & Training
- Volunteers are offered an orientation to Evergreen, volunteering and the program area, along with any necessary training associated with the role. Level of orientation and training varies depending on the role and the majority is “on-the-job”.
- Additional learning and development opportunities will be offered on an ad hoc basis.

Support & Recognition
We are committed to providing ongoing support and recognition for our volunteers including:
- A Big THANK YOU from Evergreen.
- Seeking input and feedback from volunteers through surveys, informal feedback, etc.
- Providing a staff supervisor and/or leadership volunteer for each volunteer role.
- Communicating with volunteers regularly through our e-newsletter and other means.
- Offering leadership opportunities to volunteers.
- Through a variety of means, including: formal and informal thank-you’s, recognition events and celebrations, volunteer T-shirts, providing reference letters to volunteers upon request, profiling volunteer contributions in key Evergreen publications and more!

Signing-In & Hours
- Please track your volunteer hours, either online through Volunteer Impact or by signing in when volunteering – your staff lead will work with you on the best way. This record of your involvement supports program evaluation, volunteer recognition, funding proposals and reference letters.

Health & Safety
- We value the health & safety of our volunteers and participants. Please follow appropriate health and safety procedures as outlined during training and posted on site. You have the right to refuse any work you feel is unsafe and must work within the law and safe work practices. A first aid kit is available on all sites. Staff is responsible to respond to any emergencies, should be informed of any safety issues/incidents and will complete any incident reports (full health & safety handbook available upon request).
- Evergreen has a zero tolerance policy of violence and harassment for staff and volunteers.
- Evergreen cannot be held responsible for the security of personal items of volunteers.
- If you’re under 19, you need parental permission (on the volunteer application). If you’re 14 or younger, you need to volunteer with a parent or guardian.

Business Conduct
- Evergreen respects the right to privacy and honours the confidentiality of current, former and prospective volunteers, donors and employees. Volunteers will not share confidential information.
- We are committed to providing a work environment where all people feel safe and respected and which is free from harassment and discrimination. The staff and volunteer team are responsible for setting the example–do not participate in or ignore discrimination and harassment.
- We have a conflict resolution process for solving problems which cannot be resolved satisfactorily in the supervisory relationship. Evergreen strives to resolve conflicts fairly and quickly.
- Being a positive ambassador reinforces to program participants, volunteers, donors and members of the public that Evergreen is a good organization to be a part of.
Want Something New in Your Volunteering Experience?
If you’d like to try something new or add to your volunteering, you’re always welcome to contact us about any opportunities that interest you. Your online profile is always on file! New opportunities are posted on the website and in Volunteer Impact – go to the “sign-up tab”. There’s something for everyone: the seasoned expert, a youth, a new Canadian or a family/group.

- Greening Events are one-time or recurring opportunities to plant native species, remove invasive species and to take care of naturalized areas. Visit the event calendar and look for the shovels – sign up for any event that interests you—all are welcome!
- Ongoing Volunteer Roles are opportunities to support programs, events and activities on the front line and behind the scenes. See the latest opportunities posted on our webpage.
- Skills-Based Roles allow you to share your professional expertise to enhance Evergreen’s capacity in key areas, from consulting and mentoring to completing special projects. Skills-based opportunities are usually posted on our website or talk to us about what you have to offer.

ACCESSIBILITY
Evergreen strives to make our volunteer positions accessible to all, including those with disabilities. If you have particular accessibility needs, please make sure to inform your staff lead about the nature of your requirements. If you have any questions or concerns about the level of accessibility available at Evergreen, or suggestions about how we can improve, please contact us at the coordinates below and we will work together to make things better.

Translation Please!
CGVL = Community Greening Volunteer Leader
EBW = Evergreen Brick Works
ECW = Evergreen CityWorks
EG = Evergreen
EGM = Evergreen Garden Market
FM = Farmers’ Market
OTA = Outdoor Teaching Assistant
Stewardship = Caring for & enhancing the land and its communities - creating wildlife habitats and biodiversity.

OUR COORDINATES
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Toronto, ON  M4W 3X8
Phone: 416-596-1495 Fax: 416-596-1443
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Vancouver Office: 233-35 West 5th Avenue
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