



Tucker House Renewal Centre

Business Address (donations/inquiries): 155-99 Fifth Ave, Ottawa, ON, K1S 5P5

Tucker House Address (rentals): 1731 Tucker Rd, Rockland ON K4K 1K7

www.tuckerhouse.ca

613-446-2117

Information Kit for Volunteers



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Mission Statement

Tucker House Renewal Centre is a charitable retreat and environmental learning centre to promote sustainable living by:

- Providing interactive ecological programs for children, youth, and adults in Prescott-Russell, Ottawa, and Gatineau
- Operating and maintaining an environmental and spiritual retreat facility and organic garden in a natural, healthy, and historic setting

Steps to becoming a Volunteer

1. Visit www.tuckerhouse.ca to determine if your interests/values fit the Mission and practice of TH. Review the “Information Kit for Volunteers” from the website and decide which program most interests you.
2. Contact the Volunteer Coordinator to submit the “Volunteer Application Form” or fill out the Volunteer Application Form on-line. The Volunteer Coordinator or other Representative will discuss the application and your request to volunteer. Arrangements will be made to participate in an Orientation Session (either in person or on-line) and to sign a Volunteer Agreement.
3. The Volunteer Coordinator will then arrange for you to meet the Working Group Chair or staff person associated with your specific Volunteer Position. The Chair/Staff will assign a volunteer “Mentor” who can assist with training support and answer questions about the Working Group.
4. Have Fun!!

Feed-Back

Initially after 3 months and then on an annual basis we ask that volunteers do a check-in to review the orientation process and volunteer role.



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History

Tucker House is a stately Georgian mansion built in 1870 by Stephen and Lucy Tucker as a gift for their son Stephen Jr. The foundation stones were fashioned from an on-site quarry still visible today. The floors and wood trim are from local white pine and the bricks from local clay. An extensive veranda once surrounded three sides of the building.

The house was originally heated by wood stoves, lighted by oil lamps, and dependent on rainwater collected from the roof. Now the heating, lighting and water systems have been upgraded to modern standards.

Mr. Tucker, a successful lumber baron and entrepreneur, became a committed Baptist and was the first person to be baptized in the Ottawa River. The white house across the street was his dairy farm, and the red brick house to its west accommodated a store and bank operated by the Tuckers. Tucker Road served as part of the old Ottawa/ Montreal highway at that time. The Tuckers were renowned for their generosity to Ottawa valley residents in general and to the Baptist churches in the area in particular.

The manor house remained in possession of the Tucker family until 1964 when it was sold to the Clarence Fellowship which developed it into a Christian retreat and conference centre. An additional 27 acres of land was purchased in 1978. The estate was deeded to and held in trust by Baptist Convention of Ontario and Quebec in 1983. In the early 1990's the property was now managed by an ecumenical board of directors called the Tucker House Commission. In August, 2005, Tucker House Renewal Centre became incorporated as an independent entity to expand this new purpose as a charitable retreat and environmental learning centre to promote sustainable living. The new Board of Directors of the Corporation successfully applied for and obtained Charitable Status with the Canada Revenue Agency in January 2006.

Under the new organization, Tucker House Renewal Centre continues to respect the values envisioned by Stephen and Lucy Tucker and asks all groups to observe the universal principals of love of nature and care for the natural world.

In 2007, Tucker House Renewal Centre merged with Seventh Generation Community Projects, a local environmental organization, in order to strengthen and widen its outreach and positive impact in the community.



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Programs at Tucker House

Eco-Programs and Events

School/Community Group workshops: A variety of environmental workshops are offered to local schools for classes ranging from Grade 1-12. Themes are linked directly with provincial curriculum and include interactive activities. Activities include nature walks, history tours, organic garden tours, and ecological workshops. For schools and community groups that are unable to take a fieldtrip to Tucker House, we can bring our programs to the classroom!

Seventh Generation Community Projects: Educational workshops on topics such as green energy, environmental health, and more! The National Capital Green Pages, a directory of environmental businesses and organizations, is also produced by this volunteer group.

Bilingual Eco-Camp: An environmental summer day camp for children aged 5-13 from the Clarence-Rockland community (no bus service from Ottawa).

Green Theatre Camp: A summer camp for teens in partnership with World Interaction Mondial.

Seasonal Nature Walks: An opportunity to explore the Tucker House property. Held each season throughout the year.

Organic Gardening Programs

Community Supported Agriculture: CSA members join in the Spring and receive weekly boxes of fresh seasonal produce from the Tucker House gardens from mid June through.

Eco-Spiritual Program for Faith Communities

Country Fun Nature Camp: Country Fun is a Christian day camp for children aged 5-13 and will run for 3 weeks in 2007 (July 9-13, 16-20, & 23-27). A bus is available for children from the Ottawa area.

Befriending the Earth workshops: Environmental workshops for faith groups on topics such as Food & Faith, youth work parties, eco-spiritual retreats, and more!





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Volunteer Opportunities

Working Group Volunteer Opportunities

Working Groups are teams of volunteers who get together to plan specific events or programs for Tucker House Renewal Centre. Working Groups normally meet once per month and communicate between meetings by e-mail and on the on-line Forum.

Country Fun Nature Camp: Organizing the Christian summer camp that reaches children in the Ottawa and Rockland area. Volunteers are needed for planning, donations, promotions, and more!

Eco-Camp & March Break Program: Help organize these bilingual programs for the Rockland-area. Volunteers are needed for planning, donations, promotions, and more!

Fundraising & Corporate Sponsorship: Develop strategies to raise funds for TH (ideas include door-to-door campaign, service clubs, contacting local businesses, etc)

Seventh Generation Community Projects: Help plan the 2008 Green Pages and design educational workshops for adults in the Ottawa area. There is also a Green Design team looking at how to make Tucker House more sustainable.

Occasional Volunteer Opportunities

There are also opportunities for people who can't make a long-term commitment on a Working Group, but just want to help out occasionally in the garden or at the camp.

Camp Volunteer: Participate as a volunteer in one of our 3 summer camp programs and/or the March Break program at Tucker House.

House Cleaning Crew: To keep the historic mansion tidy, volunteers are needed for monthly cleaning parties.

Operations Support: Provide hands-on support at Tucker House including occasional outdoor and indoor repairs around the property.

Organic Garden Volunteer: Come out to Tucker House to help in the organic garden. Volunteers needed between May and October.



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Working Group (WG) Position Descriptions

Below is a description of different positions for TH Working Groups. Some specific job functions may vary depending on the working group, but the general responsibilities remain the same.

WG member

- Attends meetings of WG (usually monthly)
- Becomes informed on issue or business to be discussed
- Expresses opinions and allows others to express theirs as well
- Assists other WG members in planning, organizing, implementing, and evaluating activities, workshops, and events
- Accepts responsibility to share workload and reports back to the group when tasks are complete.

Other Working Group Positions:

Chairperson/Co-Chair

- Makes arrangements for meeting and notifies members of date, time and place of meeting.
- Prepares agenda for meetings and runs the meeting, making sure all agenda items are discussed and involves all members in the decision-making process.
- Delegates responsibilities to Working Group (WG) members.
- Reports activities of WG to the Executive Director of Tucker House Renewal Centre
- Keeps a written file of work of committee.
- May be required to act as official spokesperson for the WG at media/public events or designates alternate spokesperson from WG members.

Secretary

- Responsible for recording and distributing minutes of meetings.
- Maintains an updated contact list of all current and potential WG members.
- Coordinates the printing and distribution of agendas, minutes and related materials (ie: attachments) as required. Ensures they are posted to the on-line Forum.
- With collaboration of the Chair/Co-Chair, replies to WG e-mails, letters, or messages. The secretary keeps an accurate file of this information.
- Maintains a current minute book and keeps a file of correspondence.



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Registrar/Treasurer

- Responsible for tracking registration forms and fees for programs/camps/events.
- Makes photocopies of all cheques received and deposits cheques to TH Account.
- Maintains a record book of all participants in events and activities and forwards complete information for use in Tucker House database.
- Tracks workshop budget and approves expenses relating to workshops/events.
- Maintains financial records for workshops and events

PR/Outreach Coordinator(s)

- Develops PR Strategy to promote workshops/events/program
- Designs and copies flyers and promotional material
- Maintains records of PR strategies used
- Liaise with media for events

Fundraising/Sponsorship Coordinator

- Develop strategies for partnerships and sponsorship for workshops/retreats/events
- Develop plan (in partnership with TH Executive Director) for grant proposals
- Solicit donations for WG activities

Volunteer Coordinator

- Recruits volunteers for events and workshops
- Create a volunteer schedule for each event/camp program
- Mentors new volunteers to the program by answering questions and teaching them the ropes.
- Outreaches to potential WG members with information about activities