

DCHPN Meeting

Newlin Grist Mill

October 3, 2018

Attendees:

Rebecca Ross, DCPD

Angela Hewitt, Nether Providence Historical Society/ Leiper House

Rich Paul, Thomas Massey House

Dave Guleke, Chester Historical Preservation Committee

Fran Sheldon, Media Historical Society

Karen Micka, Heritage Commission, Aston Township Historical Society, DCPN, FOSC

Luc Meltonville, Newlin Grist Mill

Tony Shahan, Newlin Grist Mill

Jan Haigis, Darby Historical Commission

John Haigis, Darby Historical Commission

Elizabeth MacGuire, Collingdale Historical Society

Magdalena Stuehrmann, Brinton 1704 House

Keith Lockhart, President DCHPN

Beverlee Barnes, DCPD

Kate Clifford, DCPD

*Jessica Shahan, Newlin Grist Mill

*- presenter

1. Introduction

- a. Kate Clifford welcomed people and pointed out free things to take away and the sign-in and contact sheets for people to fill out
- b. Tony Shahan talked about a few things coming up at Newlin Grist Mill
 - i. Fall Harvest Festival- 10/6 with historic demonstrations, activities and performances, more details at <http://www.newlingristmill.org/fall-harvest-festival>
 - ii. Tavern Night on 11/3 is almost full, so reserve your space today- <http://www.newlingristmill.org/tavern-night>

2. Topic for discussion: *Building and Supporting a Volunteer Program at Your Site* by Jessica Shahan

- a. Overview

- i. Introduction to Newlin Grist Mill
 - 1. Established in 1704
 - 2. Historic, private non-profit
 - 3. Historic Preservation and Nature Conservation focus
 - 4. Field trips, scouts, programs, restoration projects, trails, etc.
 - 5. Small staff, so relies on volunteers
- ii. Caveat
 - 1. Jessica is a naturalist and volunteer coordinator, is using experience
 - 2. What works at Newlin Grist Mill may or may not work at different sites
 - 3. Try different things to see what works
- b. Volunteers at Newlin Grist Mill
 - i. Wide range of types of volunteers
 - 1. Individuals- Students, retirees, etc.
 - 2. Groups- Scouts, corporate, friends, etc.
 - 3. Mandated community service- non-violent offences, may work for site or not
 - ii. Flexible scheduling
 - 1. Whether 1x week, month or year, or anything in between
 - 2. Need to know when volunteer is coming so there is a project and staff available
 - iii. Hours
 - 1. Keep track of volunteer hours
 - 2. Good for grant matching and for students (honor societies with requirements)
 - iv. Ways to use Volunteers
 - 1. Special Events
 - a. Harvest Festival- 60 volunteers
 - i. Demonstrations (special skills)
 - ii. Traffic, trash, site help (non-skilled)
 - b. Earth Day
 - i. Volunteers have interest but not always skills
 - ii. Good for families
 - 2. Education
 - a. Public programs, nature, historic demonstrations
 - i. Needs more training/ skills and understanding of volunteer's background
 - 3. Site support
 - a. Help staff by doing things that need to be done
 - b. Mailings, trail maintenance, building maintenance
 - c. Frees up staff to do more specialized work
 - 4. Special Projects
 - a. Need special training- wheelwrights, artifact cleaning
 - b. One-time conservation projects (digging frog habitat)
 - c. Set timescale/ date
- c. Develop your Volunteer Philosophy
 - i. How do volunteers fit into your organization?
 - 1. Resources- Need time and resources for projects before getting volunteers

- a. Time- to supervise/ teach
 - b. Resources- Tools, mailings, etc to give to volunteers so they can do job
 - ii. What do you offer volunteers?
 - 1. Volunteers need something back
 - a. Sense of Community (make friends)
 - b. Learn a new skill
 - c. Sense of importance (behind the scenes)
 - iii. How do they overlap?
 - 1. Think about how organization and volunteers can help each other
 - iv. What kind of volunteer do you want?
 - 1. Projects for single individuals (i.e. cleaning artifacts)
 - 2. Projects for groups (i.e. plant 50 trees)
 - 3. Special communities (veterans, special needs, etc)
- d. How do you find them?
 - i. No one correct way- try them all
 - 1. Keep trying in different ways
 - 2. Volunteers hear from multiple places, more likely to stick in mind
 - ii. Online
 - 1. Nation-wide volunteer database
 - a. Volunteer Match- <https://www.volunteermatch.org/>
 - b. Just Serve- <https://www.justserve.org/>
 - c. RSVP- <https://www.nationalservice.gov/programs/senior-corps/senior-corps-programs/rsvp>
 - 2. College and University databases
 - 3. Listservs for volunteers
 - 4. Put opportunities on your website/ Facebook page
 - 5. Facebook- 'town name volunteer' search
 - 6. Google 'town name volunteer'
 - 7. Email scraper gets all emails from website
 - iii. Volunteer Fairs- go in person
 - 1. Convince potential volunteers you're better than the next booth
 - 2. College/ University fairs
 - 3. Retirement homes
 - 4. Google or Facebook 'Volunteer Fair'
 - iv. On-site advertising
 - 1. Signs around sites (even in bathroom stalls)
 - 2. Tell current visitors you're looking for volunteers
 - 3. Already there- they know how to get there, may be local
 - v. Targeted recruitment
 - 1. Usually for specific program or activity (archaeology, special skills, etc)
 - vi. Networking
 - 1. Someone knows someone who knows someone
 - 2. Most corporate volunteers have a personal connection to the site
 - vii. Just Ask!

1. Vast majority of volunteers need to be asked
 - e. How do you keep them?
 - i. Lots of volunteers= Lots of turnover
 - ii. Communication
 1. Monthly email newsletter about future possibilities- Mail Chimp
 2. Why is it important?
 - a. Volunteers won't come back to do busy work (mailings, etc) if they don't know why it is important (mailings = money, visitors, etc)
 3. Communicate gratitude
 - a. Explain what we do thanks to volunteers in newsletters
 - b. Email or handwritten notes
 - c. Public gratitude (on tours, say 'our volunteers did xyz' not 'we did xyz'
 - i. Way to get more volunteers
 - iii. Ownership
 1. Take ownership, get connection, be more engaged
 2. Volunteers can say, 'this is the ____ that I did'
 3. Show off to friends and family
 4. Friends and family come to volunteer
 - iv. Earned responsibility
 1. If they can handle responsibility, make them more involved
 2. I.e. supervise other volunteers/ school groups/ etc
 3. Reward good volunteers you can trust
 - v. Make it fun! Especially for youth volunteers
 1. Be excited- fake it if necessary
 2. Yay stuffing envelopes! 😊
 3. Make it a game (finding insect infestation= heros vs villains)
 - vi. Build a volunteer community
 1. Opportunities for interaction outside of work between different types
 2. Online newsletter helps
 3. Holiday parties/ socials
 4. More likely to come back
 - f. Creating Deeper Engagement
 - i. Happy volunteers want to give back, bring in other volunteers
 - ii. Members only events includes volunteers
 - iii. Family groups- depends on type of event or skill
3. Questions
 - a. When working with high schoolers, what is the greatest challenge?
 - i. High school groups with chaperones= great
 - ii. High school individuals for community service requirement= depends
 1. Sometimes have high demands for work
 2. Need to keep track of hours
 - iii. Many people discount what high schoolers can do
 1. Need to give them a chance but they need direction
 2. Better to put them in small groups and switch them out so they don't get bored

3. Use adult volunteers to supervise youth volunteers
- b. How do you start if you are a volunteer yourself?
 - i. Start little
 1. Work days
 - a. Specific days for specific projects
 - b. Know what resources you have/ need
 2. Single events
 - ii. Volunteer pool of other historic sites on DCHPN?
 - iii. Corporate groups have personal connection- ask around current volunteers/ visitors
 - c. Do you do volunteer background checks?
 - i. Arrange it so nobody is ever 1:1 with children
 - ii. Staff is checked but not volunteers
 - iii. Kids usually have their own chaperones/ parents (except for camp- but that's covered by i. and ii.)

Don't forget to keep checking the DCHPN website <https://delcohpn.wixsite.com/dchpn> for information about events and other useful information.

Post your volunteer opportunities or find one in the Forum:
<https://delcohpn.wixsite.com/dchpn/forum/volunteers>

Example Volunteer newsletter using MailChimp:

The newsletter for Newlin Grist Mill's volunteers!

[View this email in your browser](#)

Newlin Grist Mill's Volunteer View



Greetings volunteers,

Wednesday Workday is coming up this week! We will be working on a habitat improvement project, doing restoration work in some vernal pools near the upper part of the millrace. Work will be muddy but not complicated!

Please feel free to join us if you have an interest in wildlife, habitat improvement, native plants, or just want to know what it takes to keep your local frogs and toads happy.

As always, please RSVP if you are interested so we make sure to have enough equipment.

Thanks for all of your hard work!

Jessica

Jessica Shahan

Naturalist/ Volunteer Coordinator

jshahan@newlingristmill.org

[610-459-2359](tel:610-459-2359)

FALL HARVEST FESTIVAL AT NEWLIN GRIST MILL

SATURDAY, OCTOBER 6, 2018 | 10AM-4PM



free admission | parking \$5 per car

www.newlingristmill.org

VOLUNTEERS NEEDED!

Join us for an amazing day full of history and fun! Volunteers are needed to assist with many different activities

No Historic Clothing Needed: parking, event greeters, volunteer relievers, crossing guards, hay ride ticket taker, pumpkin and face painting supervisor, gift shop sales
Historic Clothing Needed: pumpkin merchant, historic games merchant, 18th century games assistant, mill demonstrations (We have some clothing available to borrow in limited sizes.)

Join us for one of these fun fall volunteer opportunities!

1. **Fall Harvest Festival**- Saturday, October 6th, 10am-4pm
2. **Wednesday Workdays**- 10am-12pm, Oct 3, Oct 17, Oct 31, Nov 14, Nov 28
3. **Run for the Mill 5K**- Saturday, October 20th, 9am

See something that interests you? Let us know ASAP! jshahan@newlingristmill.org or [610-459-2359](tel:610-459-2359)