

FORT CALGARY VOLUNTEER POSITION DESCRIPTION

Position Title:	School Program Facilitator, Settling the West
Volunteer Coordinator:	Dianne Precosky
Supervisor:	Kelsey Ross, Education Coordinator
Time Commitment:	3 hours per week on a regular schedule or by monthly sign-on
Shift:	Monday to Friday, 9:00 a.m. – 11:30 a.m. or 12:00 p.m. – 1:30 p.m. Flexibility with times is required to meet the needs of the individual classes.
Location:	Colonel James Walker Learning Centre, 1888 Barracks and Interpretive Centre
Uniform:	Navy, black or khaki pants, light/white shirt or red Fort Calgary shirt (provided), black polar fleece Fort Calgary vest (provided) and nametag (provided).
Duties:	<p>Deliver curriculum based historical school programs to groups of students. Settling the West consists of 3 components whose duties are outlined below.</p> <ul style="list-style-type: none">• <i>Introduction</i> – Using a large map and student involvement review the settlement of Canada from 1000AD through the arrival of the North West Mounted Police in Calgary in 1875.• <i>Research</i> – Volunteers facilitate while the students work in partners researching the people who formed the early Calgary community.• <i>Talk Show</i> – Be the host of a talk show in which the students appear in costume and character to present to their classmates the characters they have researched.• Duties include the set up and clean up of program materials. If you are absent, contact fellow School Program Facilitators to find a replacement. <p>If possible, be available as a relief volunteer, on occasion.</p>

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- Qualifications:**
- Comfortable presenting to large groups of children.
 - Interest in history and education.
 - Must enjoy working with the public.
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- Requires only people skills; computer skills not required.
 - Fluency in English is required.
 - Must complete a Police Security Check.
- Volunteer Support:**
- Individual training as required.
 - Group training in September.
 - Fort Calgary 101 Course.
 - Manual provided.
 - Education Coordinator will provide ongoing feedback and support.
- Benefits:**
- Experience working in an education environment.
 - Acquire historical knowledge.
 - Opportunity to volunteer with others who have similar interests.
 - Volunteer recognition program.
 - Social gatherings.
 - Free parking.
 - Coffee and treats.