

# FORT CALGARY

## FORT CALGARY VOLUNTEER POSITION DESCRIPTION

Position Title:	Winter Carnival Reception Host
Number Required:	Four volunteers. Two per shift.
Volunteer Coordinator:	Dianne Precosky
Supervisor:	Katie Murray, Events Coordinator
Time Commitment:	Monday, February 20, 2012 (Family Day) 10:00A.M. –1:00 P.M or 1:00 P.M. – 4:00 P.M.
Location:	Fort Calgary 750 – 9 Ave SE
Duties:	Greet visitors as they enter Fort Calgary’s Interpretive Centre. Hand out Winter Carnival Program. Provide visitors with information on the day’s activities. Give directions to the location of activities. Direct people with strollers to the stroller check-in room. Answer questions from visitors.
Qualifications:	Good communication skills. Must enjoy working with the general public and children. Reliable and prompt. Ability to work in a busy environment.
Orientation and Training:	Orientation will be given during interview/registration process. Volunteers will be contacted by email or phone a few days before the event to communicate any updates or changes.
Benefits:	Lunch will be provided as well as beverages and treats. Free parking. Opportunity to socialize. Chance to learn about Calgary’s history.