

FORT CALGARY

FORT CALGARY VOLUNTEER POSITION DESCRIPTION

Position Title:	Winter Carnival Theatre Host
Number Required:	Two volunteers.
Volunteer Coordinator:	Dianne Precosky
Supervisor:	Katie Murray, Events Coordinator
Time Commitment:	Monday, February 20, 2012 (Family Day) 1:00 P.M. – 4:00 P.M.
Location:	The Burnswest Theatre in Fort Calgary's Interpretive Centre, 750 – 9 th Ave S.E.
Duties:	Invite visitors into the Burnswest Theatre to watch entertainment. Provide visitors with information on the entertainment. Be familiar with the other activities taking place on site in order to direct visitors to them. Answer questions from visitors.
Qualifications:	Good communication skills. Must enjoy working with the general public and children. Reliable and prompt. Ability to work in busy environment.
Uniform:	Dress appropriately for a family setting. Wear comfortable shoes.
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.