

FORT CALGARY VOLUNTEER POSITION DESCRIPTION

Position Title:	School Program Facilitator, Archaeology
Volunteer Coordinator:	Dianne Precosky
Supervisor:	Kate Schutz, 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. – 12:00 p.m. or 12:30 p.m. – 3:30 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 program to groups of students.</p> <p>The Archaeology Program consists of 4 components:</p> <ul style="list-style-type: none">• <i>Introduction and Slide Show</i> – Using artifact examples and a slide show of the Fort Calgary Site history and excavations, introduce students to the importance and methods of archaeology.• <i>Dig Instructions</i> – Walk the students through the step-by-step instructions for the excavation of artifacts.• <i>Student Work</i> – Facilitate while students work in partners to excavate artifacts.• <i>Student Presentations and Conclusion</i> – Students present their findings and the conclusions they have drawn from their artifacts to their classmates.• 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>
Qualifications:	<p>Comfortable presenting to large groups of children.</p> <p>Interest in history and education.</p> <p>Must enjoy working with the public.</p>

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.