

FORT CALGARY VOLUNTEER POSITION DESCRIPTION

Position Title:	School Program Facilitator, Museum Tour
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. – 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.</p> <ul style="list-style-type: none">• <i>Introduction</i>– Introduce students and adult leaders to the rules of a museum and how a museum and historical site differs from other public institutions.• <i>Ranks and Recruitments</i> – Lead the class out into the museum to learn the drills and salutes of NWMP officers through role play, kinesthetic movement and imagination.• <i>Train Story</i> – Lead the class through an interactive reader’s theatre drama where each student plays a role of an early Calgary settler on the CP Rail.• <i>Scavenger Hunt</i> – Send the class off in groups of four, led by their adult leaders and teachers, on a scavenger hunt of the museum using age-appropriate handouts. Facilitate to ensure students are engaged with the exhibits and exhibiting proper museum behavior.• 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:

Comfortable presenting to large groups of children.
Interest in history and education.
Must enjoy working with the public.
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.