

## FORT CALGARY VOLUNTEER POSITION DESCRIPTION

Position Title:	School Program Facilitator, Settling the West
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. Settling the West consists of 3 components whose duties are outlined below.</p> <ul style="list-style-type: none"><li>• <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.</li><li>• <i>Research</i> – Volunteers facilitate while the students work in partners researching the people who formed the early Calgary community.</li><li>• <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.</li><li>• Duties include the set up and clean up of program materials. If you are absent, contact fellow School Program Facilitators to find a replacement.</li></ul> <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.