



OIL MUSEUM OF
CANADA
NATIONAL HISTORIC SITE

VOLUNTEER OPPORTUNITIES

SPECIAL EVENTS AND PROGRAMS



OVERVIEW

Special Events and Program Volunteers assist with the delivery of quality community events and education programs. Assisting the Educational Program Coordinator and the Marketing and Events Coordinator, volunteers will carry out a range of duties which support the overall success of museum initiatives while creating memorable experiences for visitors.

COMMITMENT

- Make a minimum commitment of 1 year
- Be available for 5-20 hours per month, depending on season

TRAINING

- Attend museum orientation
- Review of Volunteer Handbook for policies and procedures
- Attend necessary training sessions to learn about upcoming events and programs

DUTIES AND RESPONSIBILITIES

- Assist with necessary set-up and clean-up
- Prepare materials for events and educational programs. ie. craft supplies
- Greet and direct visitors and participants
- Lead small groups with educational program activities, such as crafts
- Prepare necessary supplies for educational programs
- Assist with various functions of large scale museum events which may include parking, admissions (cash handling), and crafts
- Provide demonstrations of period activities
- Be versed in museum exhibits, programs, and events

QUALIFICATIONS

- Interpersonal and communication skills
- Ability to work with large groups
- Ability to meet physical requirements of the role (walking and leading groups through museum grounds)
- Ability to work independently and in a team setting

ALL OIL MUSEUM OF CANADA VOLUNTEERS...



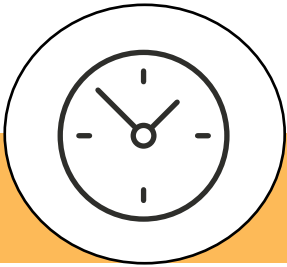
Have an interest in local and national history



Have an appreciation for museums and artifacts



Abide by the museum's policies and procedures for volunteers



Are reliable and punctual



Provide a successful level of job performance



Are ambassadors of the museum



NEXT STEPS >>>



Those interested in becoming a volunteer are encouraged to submit a [Volunteer Application](#). All interested applicants will be contacted for necessary screening which may include, but is not necessarily limited to, an interview, police vulnerable sector check, and reference checks.