

## **VOLUNTEER JOB DESCRIPTION**

**Position Title:** Education Volunteer

**Purpose:** Education Volunteers support the Museum of Ontario Archaeology by delivering education programs and interpreting information to visitors and school groups.

### **Key Responsibilities:**

- Learn information relating to the Museum and Lawson Site and/or subject being interpreted.
- Demonstrate crafts and supervise activities.
- Teach archaeology and historic information in an informative and fun manner.
- Provide excellent customer service to program participants.

**Supervisor of Position:** Learning Coordinator

**Scheduling:** The schedule for Education Volunteers varies depending on program requirements. Volunteer Educators' schedules are generally determined one month in advance although last minute program bookings may result in shorter notice. Please note: Education programming primarily requires availability Monday – Friday, 9:00am - 3:00pm.

### **Qualifications:**

- Strong customer service and communication skills; ability to engage and converse with people of all ages and backgrounds.
- Comfortable speaking to groups of people.
- Enjoy reading and learning new information.
- Prior knowledge of or willingness to learn and practice a traditional craft.
- Teaching experience an asset, but not required.

### **Working Conditions:**

- Occasional work in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects.
- Occasional exposure to mould and dust when working with artifacts.
- Travel to different locations may be required depending on the program.

**Support Provided:** All volunteers are provided with an orientation to the Museum of Ontario Archaeology. Volunteer Educators will be provided with training specific to the museum or activities in which they will be interpreting. Volunteer Educators will have access to the Museum's research library in order to enhance their knowledge and improve interpretation. Volunteer Educators will be reimbursed for travel when participating in off-site programs. Volunteer Educators will work under the supervision of the Learning Coordinator.



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