Volunteer Information Package
Want to learn new skills and meet great people? Want to help inspire a love of learning and an appreciation of Ontario’s cultural diversity? Volunteering at the Museum of Ontario Archaeology lets you do all of these things while supporting the Museum’s mission to create and disseminate knowledge about the archaeological history of Ontario. We offer flexible volunteer schedules,

About the Museum of Ontario Archaeology

Through stewardship, research, and education the Museum strives to advance our understanding of Ontario’s archaeological heritage. We bring the human past to life, make it relevant to understanding the present, and inspire an appreciation of, and respect for, Ontario’s cultural diversity.

- The museum was began to shape in 1934 when the Jury’s collection was installed in The Museum of Indian Archaeology and Pioneer Life at UWO’s Lawson Library.
- In 1981, the Lawson Village and Museum of Ontario Archaeology opened to the public at our current location.
- Some of our main activities include:
  - children’s education programs, birthday parties, and camps;
  - tours;
  - a monthly lecture series organized by the London Chapter of the Ontario Archaeological Society;
  - research and publication of archaeological reports; and
  - exhibits.
- The Museum of Ontario Archaeology is a registered Charity (11904 9641 RR0001) and is affiliated with the University of Western Ontario.

The Museum of Ontario Archaeology is committed to preserving and sharing the rich archaeological heritage of Ontario through our programs, partnerships, exhibits, and activities.
As a volunteer at the Museum of Ontario Archaeology you will have the opportunity to:

- Learn new skills.
- Gain work experience in a museum setting; you will gain valuable experience working with the public, develop hands-on craft skills, and strengthen your communication and problem-solving abilities.
- Earn hours towards high school community volunteer experience requirement.
- Bring new skills, ideas, and enthusiasm to our programs.
- Meet new people who share your interest in our community.

As a volunteer at the Museum of Ontario Archaeology you will receive:

- 10% discount on purchases from the Quill Box gift shop.
- Advance notice about upcoming workshops and events.
- Monthly Palisade E-Post updates on Museum activities.
- Invitations to special events and exhibit openings.
- Ability to participate in Attractions Ontario Reciprocal Membership Program after having completing 50 hours of volunteer time.

The Museum of Ontario Archaeology provides all volunteers with:

- An orientation to the museum.

All Volunteers Must:

- Attend an orientation session.
- Agree to complete the training program required by the job assignment.
- Advise their supervisor 24 hours in advance if they are unable to volunteer at the prearranged time.
- Be aware of safety issues and only attempt tasks for which they have received training.
- Work cooperatively with Museum staff and other volunteers.
Application Process:

1. **Application:** Those interested in volunteering at the Museum of Ontario Archaeology must complete a Volunteer Application Form (available at the Museum or online at www.archaeologymuseum.ca)

2. **Interview:** You will be contacted by a member of our team to discuss your interests and our current volunteer needs. If there is a good fit an interview will be scheduled with the Community Coordinator and the supervisor of the volunteer position you are interested in. Please note that volunteer opportunities are subject to museum needs which vary from time to time.

3. **Reference Checks:** At the interview you will be asked to provide two references, one of them should be from a former employer or volunteer supervisor.

4. **Decision:** You will be informed within two weeks of your interview if we are able to offer you a placement within the Volunteer Program.

5. **Police Records Check:** The Museum of Ontario Archaeology is committed to creating a safe and secure environment for everyone involved in our organization. We adhere to standards of protection for all visitors, volunteers, and staff members. Screening staff and volunteers is an important part of this commitment and a police record check is a standard part of our screening process.

   If a volunteer position is offered to you, you will need to complete a police records check. The Museum of Ontario Archaeology can assist you with completing the PRC and there is no cost to you. Placement in the position will begin once you have submitted your police records check for completion.

6. **Training/Orientation:** As a volunteer at the Museum of Ontario Archaeology you will receive the support and training you will need to for you position at the Museum. As part of your orientation you will receive information on the history,
7. **Volunteer Evaluation:** Annual evaluations are offered to volunteers by their supervisors in order to provide a formal opportunity to:
   - recognize the volunteer’s contribution to the program;
   - determine areas in which the volunteer would benefit from increased supervision and support;
   - obtain feedback from the volunteer on areas in which the program or supervision may be improved;
   - document the volunteer’s involvement in the program;
   - determine if the program continues to be a good fit for the volunteer; and
   - where appropriate, set goals or direction for future involvement.

The annual evaluation does not replace ongoing supervision, communication, or feedback on job performance.

8. **Volunteer Recognition:** The Museum of Ontario Archaeology values the
Volunteer Positions at the Museum of Ontario Archaeology

The Museum is able to offer a variety of different volunteer experiences. The following list is ordered to reflect our current volunteer needs.

1. **Education Volunteers** are involved in delivering education programs and interpreting information to visitors and school groups.

2. **Reception and Gift Shop Volunteers** assist in the Gift Shop, greet visitors, and help manage inventory.

3. **Special Events Volunteers** help plan and deliver the Museum’s special events. The Museum currently organizes four annual special events.

4. **Curatorial Volunteers** assist with cataloguing artifacts, conducting research on the collection, updating collection records, and processing collections for storage at the Sustainable Archaeology facility.

*Customized Volunteer* opportunities, Internships, and Co-op placements can also be created to address your specific interests and the needs of the Museum. Please contact us to learn more.

The descriptions for the above positions are on the following pages. Once you have reviewed them to see which position(s) interest you the most, please complete the Volunteer Application Form and return it to:

Volunteer Coordinator
Museum of Ontario Archaeology
1600 Attawandaron Road
London, ON  N6G 3M6

getinvolved@archaeologymuseum.ca

The volunteer application form can be found at [http://podio.com/webforms/2730270/201994](http://podio.com/webforms/2730270/201994)

If you have any questions, please don’t hesitate to contact The Volunteer Coordinator at 519-473-1360.
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
VOLUNTEER JOB DESCRIPTION

Position Title: Reception and Gift Shop Volunteer

Purpose: Reception and Gift Shop Volunteers support Museum of Ontario Archaeology by assisting in the Gift Shop, greeting visitors, and managing inventory.

Key Responsibilities:
- Providing a warm welcome to visitors as they arrive.
- Greeting and directing Birthday Party and Facility Rental guests as they arrive.
- Providing information on the museum to visitors.
- Recording visitor statistics.
- Completing retail transactions in the Gift Shop.
- Maintaining orderliness and cleanliness in the Gift Shop.
- Re-stocking shelves when inventory runs low.

Supervisor of Position: Community Coordinator or Administrative Officer

Scheduling: Gift Shop Volunteers will help in the Gift Shop during hours when the museum is open to the public.

Qualifications:
- Some experience in a retail setting would be an asset.
- Commitment to excellent customer service.
- A friendly and engaging personality.
- An interest in history and willingness to learn about Ontario archaeology to help interpret information to visitors and answer general questions.
- An interest in merchandising and retail services.
- Strong verbal and written communication skills.

Working Conditions:
- Some lifting of heavy objects (i.e. books) may be required.

Support Provided: All volunteers are provided with an orientation to the Museum of Ontario Archaeology and
VOLUNTEER JOB DESCRIPTION

Position Title: Special Events Volunteer

Purpose: Special Event Volunteers are essential to the planning and/or delivery of the Museum’s special events. The Museum organizes a number of annual special events including: Winter Village Family Fun Day, Wilfrid Jury Archaeology Day, Annual Native Harvest Fest and Pow Wow

Key Responsibilities:

- Assist in staging special events, i.e. help set up before and clean up after special events, directing visitors in parking area, taking admissions and tracking visitor statistics, electrical and/or PA set-up, etc.
- Organize supplies prior to events, i.e. collecting and preparing craft materials, creating props for games, etc.
- Assist with activities at special events, i.e. assisting with craft activities, leading a game, selling concession items, etc.
- Work with visitors of all ages, while creating a festive and fun atmosphere.

Supervisor of Position: Executive Director or other staff members as required

Scheduling: Special Event Volunteers will be scheduled depending on the needs of the specific event.

Qualifications:

- Enthusiasm, friendly and outgoing personality.
- Excellent communication skills.
- Ability to interact with a variety of people from diverse backgrounds.
- Customer service experience an asset.
- Able to deal with large numbers of visitors.
- Reliable, punctual, and responsible.
- Good organizational skills.
- Ability to adhere to Health and Safety Policy.

Working Conditions:

- Occasional work in an outdoor environment with exposure to seasonal temperatures, direct sunlight and insects.
VOLUNTEER JOB DESCRIPTION

Position Title: Curatorial Volunteer

Purpose: Curatorial Volunteers supports the Museum of Ontario Archaeology by assisting with cataloguing acquisitions, conducting research on the collection, updating collection records, and processing collections for storage at the Sustainable Archaeology facility.

Key Responsibilities:
- Catalogue acquisitions, including taking digital photographs.
- Update collection records.
- Conduct collections based research on acquisitions and those artefacts identified as significant to archaeological research.
- Process archaeological collections in preparation for storage at the Sustainable Archaeological facility.

Supervisor of Position: Curator

Scheduling: Curatorial Volunteers help with the collection during hours when the museum is open to the public. Scheduling is arranged with the Curator.

Qualifications:
- Background or currently enrolled in Museum Studies, Archaeology, Anthropology, Art History or related discipline.
- Strong attention to detail with good observational skills.
- Research experience an asset.
- Familiar with computers.
- A friendly and engaging personality.
- Strong verbal and written communication skills.

Working Conditions:
- Extensive use of computers