Rideau Canal Museum

Volunteer Position Description

Education Program Developer

Purpose of the Role, Goal/Anticipated Results:
- To develop child-oriented educational programming and events
- To design education programs suitable for all ages

Location:
- At the RCM, Smiths Falls

Duties and Responsibilities
- Plan, develop and assist with delivery of children's program during summer day camps
- Supervise children during sleepovers at museum
- Develop programs, displays, activities designed to educate the general public and visitors of the RCM

Time Requirements:
- 2-3 hours per week (more during summer day camps and sleepovers)
- Year round

Skills and Qualifications Required
- Volunteer must have an interest in local history
- Enjoy working with children
- Experience in child-focused activities and teaching methods
- Experience in developing educational programs for all ages using a variety of media

Benefits:
- Volunteer will develop/expand educational programs and resources relevant to canal history
- Volunteer will be part of the World Heritage Site promotion,
- Enables RCM to improve its community profile/niche in community
- Enables for education of the general public re: significance of Rideau Canal and World Heritage Site

Orientation and Training
Provided by the RCM Manager or volunteer co-ordinator:
- Familiarization of the museum, policies, programs and procedures
- Tour of the museum and its facilities
- Training on volunteer policies and procedures

- Familiarize with the successful summer camp program and sleepover

Level of Screening Required
- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed
- Criminal Records Check

Supervision
- To be provided by RCM Manager

Safety Considerations/Precautions

- All volunteers will take into consideration and act in accordance with health and safety policies and best practices in the execution of their task

Date description developed: March 2010
Date reviewed/revised: