



Rideau Canal Museum

Volunteer Position Description

Event Supporter

Purpose of the Role:

- To assist in the planning and delivery of events on behalf of RCM

Location:

- At the RCM, in Smiths Falls or throughout the region

Duties and Responsibilities

- Ticket seller/taker at applicable events
- Work cash at events
- Setting up tables and chairs
- Serving food and drinks
- Clean up
- Selling CD's, merchandise

Time Requirements:

- As required per event (average 3-4 hours per event)
- Year round

Skills and Qualifications Required

- Excellent interpersonal skills
- Desire to assist in event delivery
- Organization and serving skills
- Ability to make change at cash

Benefits:

- Meeting new people, participating in a community event, opportunity to experience event
- 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, Event Planner or VC:

- Background about event
- Review and demonstration of expected duties, location, timing

Level of Screening Required



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- Application and Interest Form Completed
- Interview Completed (can be conducted by telephone)
- 1 personal reference/recommendation check completed

Supervision

- To be provided by RCM Manager or Event Planner

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: