



Rideau Canal Museum

Volunteer Position Description

Membership Recruiter

Purpose of the Role:

- To maintain existing and increase membership to the RCM

Location:

- Throughout canal community

Duties and Responsibilities

- Maintain database (electronic or hard copy) of existing and new members
- Solicit memberships at opportunities throughout the region
- Receive payment and issue receipts for memberships
- Update memberships as they become due

Time Requirements:

- 3-5 hours per month

Skills and Qualifications Required

- Excellent communication skills both written and verbal
- Excellent interpersonal skills
- Computer literate in internet, Microsoft word,

Benefits:

- Volunteer will expand membership of RCM
- Meet new people interested in cultural 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 VC:

- Familiarization of the museum, policies, programs and procedures
- Tour of the museum and its facilities
- Training on volunteer policies and procedures



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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 may be required

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: