



## Rideau Canal Museum

### Volunteer Position Description

## Publication Production

#### **Purpose of the Role:**

- To produce regular publications outlining RCM events and activities
- To increase awareness of the RCM and its benefits

#### **Location:**

- At the RCM or home based

#### **Duties and Responsibilities**

- Develop newsletters on regular (quarterly) basis
- Prepare articles, desk top publish newsletter
- Undertake visitor surveys and report visitor statistics

#### **Time Requirements:**

- 3-5 hours per month

#### **Skills and Qualifications Required**

- Excellent communication skills both written and verbal
- Ability to desk top publish
- Computer literate in internet, Microsoft word, other applications.
- Experience in graphics design an asset

#### **Benefits:**

- Volunteer will improve/develop communication, writing, layout, computer skills, increase their knowledge of the canal, its history and features
- 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

### **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: