



## **Programming and Special Events**

### **Position Objective:**

To assist the Visitor Experience Coordinator, Programming Assistant, and Visitor Hosts in planning and implementing education and public programs for children and adults, birthday parties, outreach presentations, Victorian teas and special events.

### **Duties / Key Responsibilities:**

- Greet groups upon their arrival
- Lead tours of the houses about specific education programs
- Participate in craft sessions for children or adults
- Perform heritage demonstrations such as candle making, butter making, weaving, knitting, cross stitching etc.
- Implementation of March Break and summer programs
- Providing artifact and building security when on tour and while programs are going on
- Other duties as required

### **Number of Hours:**

Hours vary depending on the scheduling of programs.

### **Skills, Qualifications and Training:**

- Artistic
- Excellent communication
- Friendly and outgoing
- Public speaking skills
- Reliable

The Visitor Experience Coordinator provides an interview and orientation session. In addition, we offer various training opportunities throughout the year.

### **Benefits to the Volunteer:**

- Valuable experience working with the public
- This work furthers your knowledge of the diverse history of Oshawa and life in the Victorian era.
- Develops communication, customer service and public speaking skills
- Working in beautiful Lakeview Park
- Meet people in your community

### **Out-of-Pocket Expenses:**

The Oshawa Museum requires a criminal record check at a volunteer rate of \$20.00 (subject to change by the DRPS) for volunteers over 18. We provide a placement letter to obtain this rate. Submit applications for a CRC at [www.drps.com](http://www.drps.com)

Date \_\_\_\_\_

Volunteer's Name \_\_\_\_\_

Volunteer's Signature \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_