

## Volunteer Roles

Role	Skills Required	Responsibilities	Training & Commitment
<p><b>Special Exhibits</b>            Volunteer Supervisor:            Visitor Services Coordinator</p>	<ul style="list-style-type: none"> <li>- Communication and interpersonal skills</li> <li>- Customer service skills</li> <li>- Ability to engage with the public and speak to large groups</li> <li>- Background or interest in history/heritage</li> <li>- Ability to work independently and in a team</li> <li>- Knowledge of a second language (not required)</li> </ul>	<ul style="list-style-type: none"> <li>- Act as ambassador for PEH and provide excellent customer service</li> <li>- Ability to add commentary and highlights to self-guided tours</li> <li>- Through self-study and regular meetings, research permanent/special exhibits to create and improve visitor experience</li> </ul>	<p><b>Training provided by:</b>            Visitor Services Coordinator / Executive Director</p> <p><b>Commitment:</b>            4 hours/month</p>
<p><b>Point Ellice House</b>            Volunteer Supervisor:            Visitor Services Coordinator / Executive Director</p>	<ul style="list-style-type: none"> <li>- Communication and interpersonal skills</li> <li>- Customer service skills</li> <li>- Ability to engage with the public and speak to large groups</li> <li>- Background or interest in history/heritage</li> <li>- Ability to work independently and in a team</li> <li>- Knowledge of a second language useful but not required</li> </ul>	<ul style="list-style-type: none"> <li>- Act as ambassador for PEH and provide excellent customer service</li> <li>- Ability to add commentary and highlights to self-guided tours</li> <li>- Through self-study and regular meetings, research permanent/special exhibits to create and improve visitor experience</li> </ul>	<p><b>Training provided by:</b>            Executive Director / Curatorial Assistant</p> <p><b>Commitment:</b>            4 to 8 hours/month:</p>
<p><b>Special Events</b>            Volunteer Supervisor:            Visitor Services Coordinator / Executive Director</p>	<ul style="list-style-type: none"> <li>- Communication and interpersonal skills</li> <li>- Customer service skills</li> <li>- Comfortable working with families and children</li> <li>- Ability to work as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>- Act as ambassador for PEH and provide excellent customer service</li> <li>- Provide information about PEH exhibits, activities, programs</li> </ul>	<p><b>Training provided by:</b>            Visitor Services Coordinator / Executive Director</p> <p><b>Commitment:</b>            At least 2 special events per year</p>

Role	Skills Required	Responsibilities	Training & Commitment
<b>Education</b> Volunteer Supervisor: Visitor Services Coordinator / Executive Director	<ul style="list-style-type: none"> <li>- Communication and interpersonal skills</li> <li>- Customer service skills</li> <li>- Comfortable working with children and youth</li> <li>- Background/interest in teaching/public education</li> <li>- Background/interest in history/heritage</li> <li>- Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>- Act as ambassador for PEH and provide excellent service</li> <li>- Through self-study and regular meetings, research permanent/special exhibits to create and improve education programs</li> </ul>	<b>Training provided by:</b> Executive Director / Curatorial Assistant  <b>Commitment:</b> Minimum 20 hours/year
<b>Research &amp; Collections</b> Volunteer Supervisor: Curatorial Assistant / Executive Director	<ul style="list-style-type: none"> <li>- Communication and interpersonal skills</li> <li>- Detail oriented</li> <li>- Previous experience working in a research/archives/museum setting</li> <li>- Ability to work in a team</li> <li>- Organizational skills</li> <li>- Computer skills</li> </ul>	<ul style="list-style-type: none"> <li>- Through self-study and training, conduct research to help create and improve exhibits</li> <li>- At direction of Curatorial Assistant, help with care and conservation of collection</li> </ul>	<b>Training provided by:</b> Executive Director / Curatorial Assistant  <b>Commitment:</b> Minimum 20 hours/year
<b>Gardens</b> Volunteer Supervisor: Head Gardener	<ul style="list-style-type: none"> <li>- Ability to work in a team</li> <li>- Knowledge of basic gardening techniques / previous gardening experience an asset</li> </ul>	<ul style="list-style-type: none"> <li>- At direction of Head Gardener, assist with care and maintenance of gardens/grounds</li> <li>- Through self-study and training, learn about history of gardens and grounds</li> </ul>	<b>Training provided by:</b> Head Gardener  <b>Commitment:</b> Minimum 6 hours/month