

Volunteer Role Description



Title	Canmore Docent
Main purpose	Conduct public tours of Canmore's vibrant downtown district.
Duties & tasks	<ul style="list-style-type: none"> • Greet and welcome visitors, and engage them in informative conversations • Strive to familiarize our guests with the town and surrounding landscape • Be knowledgeable Canmore's attractions and history, and prepared to answer questions • Deliver information in an accurate and authentic manner • Help educate visitors about our organization, programs, and future goals
Location	Our Museum and Geoscience facility is housed within the Canmore Civic Centre, an architectural focal point and community hub, which is located in the heart of Canmore.
Approx. time and duration	Weekly afternoon tours depart from the Museum. A tours typically last 1-2 hours, but it'll be up to the discretion of the individual.
Training and introduction	All volunteers will be given specialized training and participate in "New Volunteer Orientation". Volunteers will also shadow experienced Docents for a shift or two. Our Education Coordinator will provide background information where necessary.
Useful skills and traits	<ul style="list-style-type: none"> - A genuine interest in local history, community, and people of all ages - Ability to learn quickly and a willingness to study necessary material - Open-minded, and tolerant and respectful of others' point of view - Strong attention to detail, good presentation skills, and a humble demeanour - Be responsible, reliable, and present a professional appearance - Ability to carry out unsupervised tasks
Benefits of volunteering	<ul style="list-style-type: none"> • Satisfaction of providing valuable community service • Recognition and gratitude, a free membership, and discounts at our gift shop • Gain new skills and experiences, and improve your resume • Achievement of personal and professional goals • Make new friends and meet people from around the world • Invitations to parties and members only events
Other information	<p style="text-align: center;">All equipment, training, and materials will be provided.</p> <p style="text-align: center;">A pre-screening interview is required.</p>
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