

Volunteer Role Description



Title	Education Assistant
Main purpose	Provide meaningful experiences to students participating in our school and community programs.
Duties & tasks	<ul style="list-style-type: none"> • Assist students with various assigned tasks • Help create a safe and comfortable learning environment • Be a knowledgeable source of information and ready to answer questions • Help with logistics, and the setup and cleanup of program materials • Assist families navigate craft and activity tables
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	The position requires 3 hour weekday morning shifts from 9:00-12:00. Occasional afternoon and weekend shifts may also be available.
Training and introduction	Volunteers will be given specialized training and participate in “New Volunteer Orientation”. Volunteers will receive background information were necessary.
Useful skills	<ul style="list-style-type: none"> - A genuine interest in local history, community, and people of all ages - Experience working in child care or education of children aged 5-12. - Open-minded, and tolerant and respectful of others’ point of view - Ability to learn quickly and a willingness to study necessary material - Be responsible, reliable, and present a professional appearance
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>
Contact	Christian Hart, Phone: (403) 678-2462, Email: info@cmags.org