

Volunteer Role Description



Title	Museum Docent
Main purpose	Provide a welcoming environment and rewarding learning experiences to museum visitors through guided tours.
Duties & tasks	<ul style="list-style-type: none"> • Greet and welcome guests, and engage them in tours and conversations • Be knowledgeable about current exhibits and prepared to answer questions • Provide visitors with a broader understanding and context of the exhibitions • Deliver information in an accurate and authentic manner • Help educate visitors about our organization, programs, and future goals • Assist staff at the front desk as well as with occasional special events
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 museum is open Mon-Fri (noon-4:30 p.m.) and Saturday-Sunday (11-4:30 p.m.). Ideally, we are looking to cover weekly afternoon shifts. Drop-ins are also welcome.
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 Coordination will provide background literature 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 humble - 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>
Contact	Christian Hart, Phone: (403) 678-2462, Email: info@cmags.org