

# Volunteer Role Description



Title	Rock and Fossil Identification
Main purpose	This is a stand-alone project that aims to identify and organize our rock and fossil collections, and help educate our staff about geoscience. This role may also include some responsibilities related to guided tours.
Duties & tasks	<ul style="list-style-type: none"> <li>• Be knowledgeable about geology and paleontology, and prepared to analyze and catalog unknown specimens, minerals, and rocks.</li> <li>• Assist staff with the creation of new geoscience content for our museum exhibits.</li> <li>• Help us disseminate knowledge to the public by teaching our staff and summer students about geoscience.</li> <li>• Provide visitors with a broader understanding and context of our exhibits by engaging them in conversations and leading tours.</li> </ul>
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.). The shift duration and time of arrival will be scheduled at your discretion.
Training and introduction	All volunteers will be given specialized training and participate in “New Volunteer Orientation”. Our Education Coordinator will provide background information where necessary.
Useful skills and traits	<ul style="list-style-type: none"> <li>- A genuine interest in local Geology, community, and people of all ages</li> <li>- Ability to learn quickly and a willingness to study necessary material</li> <li>- Open-minded, and tolerant and respectful of others’ point of view</li> <li>- Strong attention to detail, good presentation skills, and a humble attitude</li> <li>- Be responsible, reliable, and present a professional appearance</li> <li>- Ability to carry out unsupervised tasks</li> </ul>
Benefits of volunteering	<ul style="list-style-type: none"> <li>• Satisfaction of providing valuable community service</li> <li>• Recognition and gratitude, a free membership, and discounts at our gift shop</li> <li>• Gain new skills and experiences, and improve your resume</li> <li>• Achievement of personal and professional goals</li> <li>• Make new friends and meet people from around the world</li> <li>• Invitations to parties and members only events</li> </ul>
Other information	<p style="text-align: center;">All equipment and materials will be provided.</p> <p style="text-align: center;">A pre-screening interview is required.</p>
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