

Volunteer Role Description



Title	Museum Storage Assistant
Main purpose	This is a stand-alone project that aims to help re-organize our reference library.
Duties & tasks	<ul style="list-style-type: none"> Working with the Collections Manager and Museum Administrator, the volunteer will help to reorganize and relocate our reference library, both at our main facility and at our offsite storage location. This may involve learning about the Library of Congress cataloguing system, adding labels to unlabelled books according to this system, and placing books in order on shelving units according to this system. Volunteer may be required to remove duplicates and determine which books are relevant for daily use by staff, volunteers, and visitors.
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”. Background information will be provided where necessary.
Useful skills and traits	<ul style="list-style-type: none"> - A genuine interest in local history, community, and people of all ages - Experience working in a library or collections environment - 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 and the ability to focus for extended periods of time - Be responsible, reliable, and present a professional appearance - Ability to carry out unsupervised tasks
Benefits of volunteering	<ul style="list-style-type: none"> · Behind the scenes access to our collections · 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 · Make new friends and meet people from around the world · Invitations to parties and members only events
Other information	<p>All equipment and materials will be provided.</p> <p>A pre-screening interview is required.</p>
Contact	Christian Hart, Phone: (403) 678-2462, Email: info@cmags.org