

Heritage Fair Volunteer Leader

The Richmond Museum hosts the Richmond Regional Heritage Fair, an annual two-day event that showcases history projects created by Richmond students and offers enriching activities that inspire a deeper appreciation for and curiosity about Canada's past.

We are seeking a responsible, detail-oriented and personable individual to join the Richmond Regional Heritage Fair team.

The Volunteer Leader will:

- Learn about the Richmond Museum and Heritage Fairs in Richmond, BC and Canada.
- Recruit, schedule, and train volunteers to assist with activities, registration, food distribution, student supervision, photography, and clean-up.
- Supervise volunteers during the event and ensure volunteer positions are covered during breaks.
- Communicate confidently and clearly with students, parents, volunteers, staff and guests.
- Liaise with Museum staff during the event to ensure the event runs smoothly.
- Supervise clean up and take down equipment and supplies efficiently after the event.

Qualifications

- Demonstrated leadership experience with volunteers, preferably at a large event.
- Excellent interpersonal and organizational skills.
- Proven problem solver with ability to manage multiple tasks simultaneously.
- Interest in Canadian history and heritage, and willingness to share interest with the public.
- Knowledge in Microsoft Word, Excel, Powerpoint and Outlook.

Work Period: Flexible hours March through May 2019. Must be available Wednesday May 8, to Saturday May 11, 2019 for a total of 150 hours. The salary for this position is \$20.08 per hour plus 12% in lieu of benefits.

Please apply with cover letter and resume to:

Educational Programs Coordinator, Richmond Museum, 7700 Minoru Gate, Richmond, BC V6Y 1R9

E-mail: museumed@richmond.ca

Application Deadline: February 8, 2019

We thank you for your interest. No phone calls please. Only short listed candidates will be notified.