

## Volunteer Description

### St. Andrews Rectory Event Volunteer

The St. Andrews Rectory is a National Historic site located at 374 River Road (corner of River Road and St. Andrews Road) in St. Andrews and is run by the St. Andrews Heritage Centre Committee. The site and surrounding areas are where many of the early Red River Settlers located with nearby heritage sites including St. Andrews Church on the Red, Lower Fort Garry and Captain Kennedy House.

The Event Volunteer position; working under the supervision of the Events/Programs Coordinator, will be responsible to help deliver educational and fun-filled activities and events.

#### DUTIES and RESPONSIBILITIES INCLUDE:

- Helping the Heritage Centre staff coordinate preplanned activities to engage visitors
- Assisting with on-site management of events, including set-up, tear-down and clean-up
- Working with adults: taking names at the door; serving refreshments; etc.
- Working with children: helping to facilitate crafts, storytelling or other hands-on activities
- Assisting in event planning process (pre-event planning)
- Taking photos at events and/or programs and posting them on social media sites

#### QUALIFICATIONS

- Must be a team player
- Must enjoy working with all types of people
- Ability to follow directions
- Criminal Record Check and Child Abuse Registry Check required if working directly with children

#### OTHER DETAILS AND APPLICATION PROCESS

**Hours** – Casual Position, hours will depend on number of events held; hours can vary based on your schedule

**Location** – On site

**Email or call Ellie Longbottom**

[rec.assistant@rmofstandrews.com](mailto:rec.assistant@rmofstandrews.com)

204-738-2264