

Volunteer Description

St. Andrews Rectory Membership Chair

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 Membership Chair position; working under the supervision of the Heritage Centre Committee, will be responsible to help recruit volunteers and provide ongoing support to committee members.

DUTIES and RESPONSIBILITIES INCLUDE:

- Determining how many volunteers are needed and for what roles
- Planning how to attract and recruit volunteers
- Meeting with interested individuals to finalize paperwork and provide orientation
- Developing and maintaining an orientation kit, and volunteer handbook
- Developing and managing policies, procedures and standards for volunteers
- Managing volunteer communications
- Tracking volunteer hours and creating report with a volunteer database
- Planning for volunteer retention and replacement
- Creating reports and attending Heritage Centre Committee meetings

QUALIFICATIONS:

- Must enjoy working with all types of people
- Excellent organizational and team coordination abilities
- The ability to communicate, supervise and empower volunteers to be effective in their roles

OTHER DETAILS AND APPLICATION PROCESS:

Hours – Approx. 2 hrs/wk; hours can vary based on your schedule

Volunteer Duration – 1-2 year term

Location – On site and /or from your home

Email or call Ellie Longbottom

rec.assistant@rmofstandrews.com

204-738-2264