

Volunteer Description

St. Andrews Rectory Volunteer Event and Program Coordinator

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 and Program Coordinator position; working under the supervision of the Heritage Centre Committee, be responsible to help plan, create, build and deliver educational and fun-filled activities and events.

DUTIES and RESPONSIBILITIES INCLUDE:

- Working with the Museum Coordinator/Intern and volunteers to create programming
- Helping advertise activities by way of local posters and newspapers
- Coordinating and/or participating in activities to engage visitors
- Communicating and supervising children/youth, as well as parents/guardians
- Coordinating and/or participating in educational sessions for local children/youth on history
- Contacting volunteers to help run the events and/or programs
- Creating a budget for the committee and treasurer to approve
- Purchasing required supplies and equipment at appropriate times
- Assisting with on-site management of events, including set-up, tear-down and clean-up
- Supervision of volunteers as required
- Taking photos at events and/or programs and posting on social media sites
- Attending monthly Heritage Centre Committee meetings or providing a report

QUALIFICATIONS

- Comfortable in a leadership role; ability to mentor and coach
- Demonstrate a high level of flexibility, pleasant persona coupled with sound judgment
- Knowledge of event planning would be an asset
- Ability to problem solve, prioritize and organize
- Must be a team player
- Must enjoy working with all types of people
- Criminal Record Check and Child Abuse Registry Check required if working directly with children

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 working from home; On site work required during events and/or programs

Email or call Ellie Longbottom

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