



Volunteer Program Assistant – Are you seeking a unique work experience?

R.J. Haney Heritage Village & Museum is a premier tourist destination in Salmon Arm, BC. Set on forty-acres of pioneer farmland with over 30 exhibits for guests to explore. It offers visitors an opportunity to experience history hands-on with activities, tours and programs like Villains and Vittles Dinner Theatre, the annual car show, High Tea and Harvest Celebration. Visitors discover the local history in a whole new way. The site features a 150-seat restaurant offering daily menu service and caters to weddings and events at the Village. The Children's Museum and Discovery Centre is a one-of-a-kind opportunity for families to engage in playful learning.

If you want an opportunity to build your skills and be a part of a team environment, we are looking for you!

We have an opportunity in the Visitor Services Department as a Volunteer Program Assistant. R. J. Haney has a robust and busy volunteer program comprised of seniors, youth and community partners. The Volunteer Program Assistant will work with the Volunteer Coordinator to assist with training, on-site assistance and celebration of the volunteers. This position is an introductory leadership role emphasizing organization, planning, communication and creativity. This position will work cooperatively on-site with the Volunteer Coordinator, who schedules volunteers off-site. This role may take on other responsibilities, including event assistance and involvement with school programs.

Tasks and Responsibilities:

- Clear and concise communication working with a variety of people of different ages and backgrounds in both oral and written communications
- Scheduling and planning of volunteer shifts
- Annual review of volunteer manual
- Assist in training and orientation of incoming volunteers
- Track volunteer hours and maintain the volunteer database
- Work alongside volunteers on projects and at special events
- Assist with the set-up of programs, events and parties
- Supports professional presentation of the site following organizational policy

- Accurately and promptly relays complaints, concerns or potential issues to management
- Reports all health, safety, breakages, defects and breaches of security standards to management

We offer a competitive wage and a healthy work environment. We seek a reliable candidate who likes to work and be a part of a team effort in a fast-paced, fun, and professional environment. Employees can participate in the mentoring program, a valuable skill-building tool for those seeking career path advice and opportunities.

Candidates should be interested in history and be willing to learn about our local history. The candidate must be available to work evenings and weekends and be prepared to provide a Criminal Record Check and references.

This position is full-time, seasonal employment.

Who Should Apply? If you seek employable skills, looking to get into or back into the workforce, if you need a career change or want to work in an environment that will encourage you to learn and grow. R.J. Haney Heritage Village & Museum is a place for you.

How to apply: Email your cover letter, resume and references to info@salmonarmmuseum.org

We are an equal-opportunity employer—some positions are funded through Canada Summer Jobs and Young Canada Works. Candidates must meet the eligibility of these programs. You must be available to work evenings, weekdays, weekends, and holidays and be prepared to commit to the work dates full duration and treat this as your primary job. The candidate must be prepared to provide a Criminal Record Check and references.

You must be willing to follow laws, regulations, policies and procedures:

- The Workers Compensation Board regulations
- R.J. Haney Heritage Village and Museum Health and Safety Policy
- R.J. Haney Heritage Village and Museum policies, procedures and Code of Conduct
- Adherence to the Job Performance Expectations of the position
- Adherence to R.J. Haney Heritage Village and Museum Hiring Manual
- Performance of all operational duties based upon industry standards and guided by the Occupation Health and Safety regulations

We thank all applicants for their interest. However, only those being considered will be contacted.

Administrative Assistant 2023

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