

# Canada's Sports Hall of Fame – Education Program Volunteer Duties

## Title: Education Program Volunteer

### *Summary:*

- Education Program Volunteers will assist Canada's Sports Hall of Fame Education Department with programming and other duties, as required.

### *Duties:*

- Assist with education program preparation, including set-up and maintenance of the education centre and prepping of program materials (artefacts, activities, worksheets).
- Assist with the research and development of new In-House and Distance Learning Experience programs, as required.
- Develop an excellent working knowledge of Canada's Sports Hall of Fame In-House education programs, Distance Learning Experience programs, and any accompanying travelling exhibit programs.
- Deliver education programs to school groups in collaboration with the Manager, Education and Programming.
- Assist with the cleanup of education programs, including putting away artefacts, clipboards and worksheets as well as tidying up the galleries, etc.
- Report any broken equipment or display issues promptly to the Manager, Facility & Technology Integration.
- Assist with administrative tasks, as required.
- Assist with the setup and/or cleanup of special events, as required.
- Demonstrate proper care and handling of artefacts and educational materials when presenting to school groups.
- Other duties, as required.

### *Ideal for someone with coursework in:*

- Tourism and hospitality
- Physical Education
- Kinesiology
- History
- Arts and Cultural Studies
- Education
- Museum Studies

### *Some specialized skills required:*

- Dedication to learning
- Public speaking
- Leadership skills
- Organizational skills
- Experience working with children is an asset
- Experience with research and programming is an asset
- Bilingualism is an asset

### *Requirements:*

- Subject to volunteer receiving a Calgary Police Services Security Clearance including vulnerable sector check.
- Enrolled in or recently graduated from University and/or College.

### *How to Apply:*

Please send a cover letter outlining your relevant skills and/or experience and why you want to volunteer for Canada's Sports Hall of Fame along with a detailed resume (max. 3 pages) to:

Katelyn Roughley  
Manager, Education & Programming  
[programs@cshof.ca](mailto:programs@cshof.ca)  
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