



Current Canada's Sports Hall of Fame Volunteer Opportunities

Exhibit & Tour Guide

Role: Exhibit & Tour Guides represent Canada's Sports Hall of Fame and are hosts to visitors to the new building, answering questions and providing guided tours to visitors from across Canada and around the world. Additional duties include keeping the exhibit gallery tidy, general set-up or take-down of program materials and assisting visitors using the more than 50 interactive experiences thorough out the 11 galleries. This volunteer position involves long periods of standing.

Training: Extensive training on all exhibits, artifacts and interactive displays in Canada's Sports Hall of Fame is provided and required.

Hours: Exhibit & Tour Guide volunteers are required through the week, from Tuesday to Sunday beginning mid-June, 2011. The majority of volunteer shifts occur between 9:00 a.m. and 5:00 p.m. with some weekday evening shifts available.

Skills and experience: Excellent customer service skills are a must and volunteers should be comfortable with public speaking and good delivery techniques. Basic computer skills, second language skills and previous experience as a tour guide would be an asset. Volunteers are required to be 18+ years of age.

School Program Assistant

Role: School Program Assistants facilitate school groups participating in education programs with Canada's Sports Hall of Fame which includes interactive tours of the sport galleries followed by a learning activity in the Educations and Resource Centre. This role involves long periods of standing.

Training: Extensive training on all exhibits and the education program curriculum will be provided and is mandatory of all volunteers. Training begins in August as programs will start September 2011.

Hours: School programs will run Monday to Friday beginning in September 2011 and volunteers are required weekday mornings and afternoons.

Skills and experience: This volunteer role requires a passion for and knowledge of sport, history and culture and a love of teaching and spending time with children and youth. Excellent communication skills are required and previous teaching or childcare experience is preferred. Volunteers are required to be 18+ years of age and will need to complete a police check.

Collections Assistant

Role: The Collections Management team work behind the scenes to keep Canada's Sports Hall of Fame looking fresh, innovative and current. As a Collections Assistant, roles will vary and include removal and installation of exhibits, scanning photos and images, sewing, creating and building artefact mounts, digitizing collections, and basic filing and organizing artefacts.

Training: Training on exhibits and curatorial duties is provided.

Hours: Collections Assistants are required Monday to Friday between 9:00 a.m. and 4:00 p.m. Preference will be given to those volunteers who are available one full day or two and a half days per week.

Skills and experience: Strong attention to detail and organizational skills are a must. Previous museum collections or library services experience is preferred.

Admissions Desk and Retail Service

Role: Admissions and Retail Services volunteers are part of visitors' first impressions at Canada's Sports Hall of Fame. Volunteers will greet visitors, process admissions and tickets, welcome and prepare large groups for tours, answer questions about exhibits and Canada's Sports Hall of Fame facilities, and distribute promotional materials about events and facility rentals. Volunteers may also help in the retail store, helping with receiving and pricing merchandise, creating displays, and processing sales. If you are an avid sport enthusiast looking to put your natural customer service skills to work while gaining valuable retail experience, this role is for you!

Training: Training is provided in both the admissions and retail store.

Hours: Volunteers are required for shifts during the day, Tuesday to Sunday. The majority of shifts occur between 9:00 a.m. and 5:00 p.m. with some weekday evening shifts available.

Skills and experience: Essential skills are outstanding customer service, interpersonal skills and the ability to multi-task in a fast paced environment. Previous customer service experience is required and experience with Point of Sale (POS) systems and processing of cash/credit sales is preferred. Bilingualism is a definite asset

Administrative Support

Role: Administrative Support Volunteers are asked to assist in a variety of administrative roles within the organization, including data entry, collating and mailing out marketing materials, data collection and management, filing, and general clerical duties.

Training: Training is provided.

Hours: Shifts vary depending on projects.

Skills and experience: Strong organizational and administrative skills are required. Depending on the project, strong MS Office skills may be required.

Special Events and Programs

Role: Volunteers will work alongside the Marketing and Communications team to execute world class special events including the annual Induction Dinner, golf tournaments, fundraisers and community events. Examples of duties include room set-up and tear-down, unveiling of exhibits, silent auction set-up, greeting and guest registration, guided tours, and gift distribution. Some light lifting may be required and volunteers should expect to be standing and going up and down stairs throughout their shift. If you are already volunteering with Canada's Sports Hall of Fame and wishes to volunteer for one-day special events, please let us know.

Training: A full orientation of Canada's Sports Hall of Fame events will be provided.

Hours: Volunteers are required for various duties on event days and some support may be required in the days leading up to special events.

Skills and experience: Strong customer service skills and knowledge of Canada's Sports Hall of Fame exhibits is required. Leadership experience, bilingualism and special event or sport event experience is an asset.

Events: Upcoming special events are planned for Canada's Sports Hall of Fame's opening. Preference will be given to volunteers indicating availability for a minimum two launch events listed below.

Canada's Sports Hall of Fame VIP Preview

Thursday, June 23rd

Volunteer time commitment: 3:00 pm – 9:00 pm

Media and Neighbors Preview

Friday, June 24th

Volunteer time commitment: 9:00 am – 5:00 pm

Canada's Sports Hall of Fame Grand Opening

Friday, July 1st

Volunteer time commitment: 10:00 am – 6:00 pm