



Volunteer Job Description - Tour Captain Volunteer

Summary of Position: The Tour Captains will provide support by touring, educating and answering questions from the public, about the exhibits and firefighting in general.

Qualifications:

- Willing to gain an understanding of The Kelowna Fire Museum and Education Centre's vision and programs.
- Enjoys interaction with the public.
- Good verbal communication skills.
- Firefighting experience and knowledge of firefighting equipment, an asset but not required.
- Dedicated individual who is committed to a great cause.

Responsible To: Director of Volunteers & Donor Relations and Museum Director

Primary Responsibilities:

1. Greet visitors.
2. Offer guided tours of the exhibit area.
3. Provide explanations about the use of firefighting equipment, firefighting in general and answer questions.
4. Help maintain the exhibit area in a presentable condition.

Training Provided:

Orientation to the facility and regular meetings with the Director of Volunteers & Donor Relations and Museum Director, to plan activities, monitor progress and provide data, background information and problem-solving support.

Benefits of Volunteering:

- Share firefighting experiences with other firefighters and the general public.
- Make new community contacts.
- Gain community recognition for professional pro bono work.
- Recognition and appreciation according to the Kelowna Fire Museum and Education Centre's Volunteer program.

Time Commitment: minimum 8 hours per month

Length of Commitment: minimum 3 months

Grounds for Termination:

- Failure to carry out assigned responsibilities
- Misrepresenting the Society or its policies
- Breach of confidentiality

Contact Person: Director of Volunteers & Donor Relations

Date Revised: July 2009