

Position Title: Special Events Volunteer

Responsible to: Education Assistant

Key Objective:

To help preserve the legacy of the Canterbury Shakers and provide visitors with a place for learning, reflection and renewal of the human spirit by making visitors welcome at special events in the tradition of Shaker hospitality. This will be accomplished by coming to special events, and performing various duties in which the volunteer will interact with the public, setting the tone for the visitors' experience of the Village. The Special Events volunteer should enjoy meeting new people, be friendly to and patient with all visitors, enthusiastic about their role(s) in the event, and radiate their positive feelings for the Canterbury Shaker Village. The volunteer should perform their duties and behave in a friendly manner which in turn will encourage visitors to return or become members.

Key Work Areas:

General Duties

1. Keep commitments to show up at special event
2. Contact education assistant if you are sick or have another emergency
3. Show up at special event on time
4. Attend any training necessary for the special event
5. Perform duties as asked
6. Punch in and out on your volunteer timecard every time you volunteer
7. Keep your nametag at Brethren's Shop when not volunteering, and wear it on every scheduled day
8. Dress code is weather appropriate business casual
9. Pass on any questions or concerns you may have to Education Assistant
10. If you encounter any problem during a special event, contact the site coordinator immediately

Greeting

1. Greet visitors warmly
2. Explain the different activities and entertainments at special event
3. Make sure they have or get a museum pass sticker
4. Try to answer questions they may have

Set up and take down

1. Perform duties as scheduled and as ability allows
2. Help with any tent or table set up/takedown
3. Move objects as needed
4. Help pick up any trash needs at the end of the event

### Craft Activities

1. Attend scheduled trainings for craft activity
2. Interpret craft directions to visitors – including families with children
3. Help visitors make craft if necessary
4. You are not a daycare service – if visitors leave children with you contact the site coordinator immediately

### Ushering

1. Greet visitors and hand them a program for the concert or play
2. Make sure there is adequate seating for visitors
3. Keep an eye on the building and communicate any problems to the site coordinator

### Refreshments

1. Assist the education assistant with setting up the refreshment table
2. Greet visitors warmly and offer them refreshment
3. Hand refreshment to visitor

### Tabling

1. Greet visitors at table
2. Stay at special event table and explain materials at it
3. Register people who have already preregistered for 5K race or Ghost Encounters, and give them any materials that come with pre-registration
4. Register people who come to special event (5K or Ghost Encounters) on the day of, if space is allowed