

## Canadian Museum of Immigration at Pier 21 Volunteer Position Description

### Position Title: Volunteer Greeter

#### ***Position Summary***

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Greeters welcome visitors, in both official languages, and provide information on the museum programs, services and exhibitions. When appropriate, they may also share information on local attractions. Greeters enrich our visitors' experience and are ambassadors for the Museum.

#### ***Required Skills/Experience***

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- Outgoing and energetic.
- Able to engage and interact with a variety of people.
- Able to work as part of a team as well as independently.
- Bilingualism (French/English) is an asset.

Volunteers at the Museum are required to complete a Criminal Record Check and may be required to complete and submit a Child Abuse Registry Search prior to engaging in volunteer activities at the Museum.

#### ***Occurrence***

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- Time/Place: – Flexible based on cruise ship schedule or event. May be indoor or outdoor.
- Volunteers are expected to commit to at least one scheduled 3-hour shift per week during the summer season (June – August) or fall season (September – November).
- Shift schedules are determined based on the need for the day, for example:
  - Cruise Ship Passenger Greeter shifts: 8:30 a.m. to 11:30 a.m. or 9:00 a.m. to Noon;
  - Public Programs and Community Engagement and/or Rental event greeter shifts vary and usually occur evenings and/or weekends.

#### ***Training & Supervision***

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- Training/Preparation: General orientation provided by the Volunteer Services Manager, specific departments will provide instruction and information necessary to perform tasks.
- Supervision: This position reports to the Volunteer Services Manager but may be supervised by other team members of the Museum (i.e. Public Programs and Community Engagement team or Facility Rentals team.)

**The Canadian Museum of Immigration at Pier 21 is committed to having a skilled, diversified workforce reflective of Canadian Society. Applications are invited from all qualified candidates, including Indigenous persons, women, people of any sexual orientation, gender identity or gender expression, visible minorities, racialized people, and people with disabilities. The Museum is committed to developing inclusive, barrier-free selection processes and work environments.**