

Volunteer Stream Description - Admin & Organizational Support



The Admin & Organizational Support Stream is essential to the ongoing operation of the Society and Memory Lane Heritage Village - from Society governance and finances to stocking the gift shop and supporting the delivery of the volunteer program.

What's involved?

This volunteer stream includes the following roles:

- **Alarm Responder**
- **Audit Committee** (reviewing Society finances)
- **Bookkeeper**
- **Data Entry** (tallying surveys and visitor tracking, inputting into databases and spreadsheets)
- **Fundraising Support** (including the annual calendar fundraiser)
- **Gift Shop Support** (inventory, labeling etc.)
- **Procurement Support** (sourcing goods and services)
- **Society Board of Directors Member** (governance)
- **Technical Support** (IT, sound system etc.)
- **Volunteer Program Support** (calling volunteers, inputting info into database)

Time commitment:

- As and when needed. Some roles, such as Audit Committee and Gift Shop Support, are generally needed at specific times of year (end of financial year, beginning/end of summer season). Other roles, such as Technical Support and Board of Directors, are year round (the Board meets monthly except during the height of summer).

Why get involved?

By getting involved with this volunteer stream you will:

- Join a friendly, enthusiastic, and supportive team of volunteers
- Meet people from the local area
- Receive training and develop skills related to your role(s). Training will mostly be on-the-job
- Use your practical skills to make a meaningful contribution to the local community
- Have opportunities to take part in mentorship and knowledge transfer programs
- Get to see behind the scenes at a heritage attraction
- Have the opportunity to learn about the history of the Eastern Shore if interested

Skills, Experience & Interest

- **Alarm Responder** - lives reasonably close to the Heritage Village; comfortable with being on the on-call list, responding independently to triggered alarms, and resetting system
- **Audit Committee** - experience of financial review practices
- **Bookkeeper** - associated qualification and financial experience
- **Data Entry** - methodical and detail oriented approach; ability or willingness to learn to use computer databases
- **Fundraising Support** - interest in, or experience of, coordinating raffles, 50/50s (gather items, distributing tickets, selling); interest in creating “gala” or designated fundraisers; interest in pursuing corporate sponsorships and connections to potential sponsors; support delivery and pick-up of Heritage Calendars sold in the community
- **Gift Shop Support** - ability to lift boxes and help with preparing store merchandise; retail display knowledge; interest in local crafters for consignment; methodical and detail oriented approach
- **Procurement Support** - enjoys hunting down the best deal; knowledge of local businesses
- **Society Board of Directors Member** - significant skills and experience in an area that would benefit delivery of the Society’s mission, such as finances, heritage buildings & research, fundraising, community engagement, policy development and governance best practices
- **Technical Support** - hardware knowledge (desktops, laptops, routers, WiFi, smartphones); sound and lighting systems; software (MS Office, Filemaker, Adobe); patient tech teacher
- **Volunteer Program Support** - personable and friendly approach; comfortable with calling people; ability or willingness to learn to use computer databases

Recognition

As a thank you for their time and effort, volunteers receive the following:

- Free Cookhouse meal on volunteering days (Jun-Sept, and during special event / designated volunteer days)
- Invitation (with plus one) to Annual Volunteer Appreciation Dinner
- For 10+ volunteer hours in a year, a free Lake Charlotte Area Heritage Society membership which includes:
 - Free admission to Memory Lane Heritage Village (including most special event days)
 - Ability to vote at all meetings of the Society
 - 10% off Cookhouse Chow, Special Event Meals, and Heritage Dinners
 - Discounted pricing on many evening events and Heritage Village branded merchandise