

Youth Volunteer Stream Description - Admin & Organizational Support



The Admin & Organizational Support Stream helps with the ongoing operation of the Heritage Society and Memory Lane Heritage Village. You might help staff or adult volunteers keep track of records, make sure the gift shop is stocked or provide tech support if that's something you know about and feel comfortable doing.

What's involved?

This volunteer stream includes the following youth volunteer roles:

- **Data Entry** (tallying surveys and visitor tracking, inputting into databases and spreadsheets)
- **Gift Shop Support** (inventory, labeling, stamping bags etc.)
- **Technical Support** (IT, sound system, mobile media support etc.)

Time commitment:

- As and when needed. Gift Shop Support is generally needed more at the beginning and end of the summer season.

Age Range

Roles in this volunteer stream tend to be most suitable for slightly older young people (14+). We always approach age in relation to a particular role on a case by case basis.

Why get involved?

By getting involved with this volunteer stream you will:

- Join a friendly, enthusiastic, and supportive team of volunteers
- Meet other young people from the local area
- Receive training and develop skills related to your role(s). Training will mostly be on-the-job
- Have opportunities to take part in mentorship and knowledge transfer programs
- Develop valuable experience for your resume
- Earn hours towards school/group community service requirements
- Make a meaningful contribution to the local community
- 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

- **Data Entry** - detail oriented approach; ability to follow instructions closely; ability or willingness to learn to use computer databases
- **Technical Support** - ability to learn new technology quickly; hardware knowledge (desktops, laptops, routers, WiFi, smartphones); sound and lighting systems; software knowledge (MS Office, Filemaker, Adobe); patient tech teacher
- **Gift Shop Support** - ability to lift boxes and help with preparing store merchandise; retail display knowledge or interest; detail oriented approach; good at counting and tallying; ability to follow instructions closely

Recognition

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

- Free Cookhouse meal on volunteering days (Jun-Sept, and during special event / designated volunteer days)
- Invitation to Annual Volunteer Appreciation Dinner - and you can bring a friend!
- 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 (for those 14+)
 - 10% off Cookhouse Chow, Special Event Meals, and Heritage Dinners
 - Discounted pricing on many evening events and Heritage Village branded merchandise
- Youth Socials 1-2 times per year (usually at beginning and end of summer season) - pizza parties, ice cream socials, games nights etc.
- Youth Volunteer Awards, including certificates and small prizes