



## VOLUNTEER JOB DESCRIPTION

The 11th annual Doors Open Winnipeg is being presented on Saturday, May 31st & Sunday, June 1st, 2014 by Heritage Winnipeg. The doors of Winnipeg's built treasures and cultural institutions are being opened to the public and visitors will have the opportunity to see what's inside buildings and spaces they may not normally have access to, completely free of charge. The event, which has drawn several hundred thousand site visits to over 83 participating buildings/sites, fosters architectural appreciation and historical education, and promotes civic pride and heritage conservation.

For anyone who enjoys dealing with the public, likes being active in the community, or has an interest in architecture or history, Doors Open Winnipeg has numerous opportunities for volunteers. We need ambassadors to represent buildings in this year's event, in roles ranging from welcoming visitors to providing building tours and site interpretation.

Volunteers are required to register in advance and will be given their assigned building(s) in early May. Volunteers will be notified of their assigned building and volunteers will receive information on their building, and a site tour to familiarize them with the venue (when applicable). An overview of the event will also be covered when necessary.

### Duties and Responsibilities:

- a. Ambassador
  1. Provide information about Heritage Winnipeg and the history of the building;
  2. Greet visitors at assigned Doors Open building site;
  3. Maintain a count of visitors to the building;
  4. Distribute building information and Doors Open pamphlets;
  5. Ensure visitors do not enter secured areas of the building;
  6. Assist in tours of assigned building when applicable;
  7. Distribute and collect People's Choice Awards ballots
  
- b. Tour Guide/Interpreter -
  1. Guides will conduct tours providing site interpretation, historical information and description of architectural elements.
  2. Attend an orientation workshop in early May
  3. Attend an interview with the volunteer coordinator.

\*Please note that Tour guides require good communications skills, have the ability to become familiar with the historical and architectural information to be presented and, are comfortable with the public. A tour guide position is not guaranteed. Please check-off an additional position as your 2nd choice

Volunteers are asked to please register in advance.

For more information, please contact:

Cindy Tugwell, Executive Director  
Heritage Winnipeg

#509 - 63 Albert Street

Winnipeg, MB R3B 1G4

Phone: (204)942-2663 Fax: (204)942-2094

Email: [cindy@heritagewinnipeg.com](mailto:cindy@heritagewinnipeg.com) Website: [www.doorsopenwinnipeg.ca](http://www.doorsopenwinnipeg.ca)



## VOLUNTEER REGISTRATION 2014

### 11TH ANNUAL DOORS OPEN WINNIPEG - MAY 31 - JUNE 1, 2014

Please return the completed form either by mail, email or fax. See return information at bottom of page.

<input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs.
Last Name: _____
First Name: _____
Email: _____
Phone: (c) _____
(This should be the number that we can reach you at)
Address: _____
City: _____ Prov: _____
Postal Code: _____

EXPERIENCE	1. Have you volunteered at Doors Open Winnipeg events in the past? <input type="checkbox"/> YES <input type="checkbox"/> NO
	2. Do you have experience as a site tour interpreter or other related activities that required good communication skills.  <input type="checkbox"/> YES <input type="checkbox"/> NO
	If YES, please provide details of your experience. _____ _____ _____

LANGUAGE	Which language(s) do you speak?  <input type="checkbox"/> English <input type="checkbox"/> French  <input type="checkbox"/> Other: _____
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TRAINING WORKSHOPS	Volunteers will be assigned to a building(s) and we will contact you directly with further details. Historical information will be provided in advance if needed and if you are a tour guide a site tour prior to the event is required. Is there a specific area or part of town where you would prefer to be assigned (i.e. Downtown, St. Vital, St. James, etc.)?  _____ _____
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DUTIES	Please read Duties & Responsibilities on p. 2 before completing this section. Once you have read p. 2, indicate below the duty that most interests you:  1. _____ Ambassador  2. _____ Tour Guide/Interpreter
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SHIFTS	Please indicate your shift availability (you may sign up for more than one shift):  <table style="width: 100%;"> <tr> <td style="width: 50%;">Saturday, May 31st:</td> <td style="width: 50%;">Sunday June 1st:</td> </tr> <tr> <td><input type="checkbox"/> 11:00 am - 5:00 pm</td> <td><input type="checkbox"/> 11:00 am - 5:00 pm</td> </tr> <tr> <td><input type="checkbox"/> 11:00 am - 2:00 pm</td> <td><input type="checkbox"/> 11:00 am - 2:00 pm</td> </tr> <tr> <td><input type="checkbox"/> 2:00 pm - 5:00 pm</td> <td><input type="checkbox"/> 2:00 pm - 5:00 pm</td> </tr> </table>	Saturday, May 31st:	Sunday June 1st:	<input type="checkbox"/> 11:00 am - 5:00 pm	<input type="checkbox"/> 11:00 am - 5:00 pm	<input type="checkbox"/> 11:00 am - 2:00 pm	<input type="checkbox"/> 11:00 am - 2:00 pm	<input type="checkbox"/> 2:00 pm - 5:00 pm	<input type="checkbox"/> 2:00 pm - 5:00 pm
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Please return form to:  <div style="display: flex; justify-content: space-between;"> <div style="width: 60%;"> <p>HERITAGE WINNIPEG CORPORATION            509 - 63 Albert Street Winnipeg, MB R3B 1G4            WEBSITE: <a href="http://www.doorsopenwinnipeg.ca">www.doorsopenwinnipeg.ca</a></p> </div> <div style="width: 35%;"> <p>Phone: (204) 942-2663            Fax: (204) 942-2094            Email: <a href="mailto:info@heritagewinnipeg.com">info@heritagewinnipeg.com</a></p> </div> </div>
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