



## **Volunteer Role Statement**

<b>TITLE:</b>	Education Program Presenter
<b>POSITION DESCRIPTION:</b>	The position is responsible for presenting the education program units to primary aged school groups. Each unit has a role playing element where the presenter provides historical information and demonstrates activities including preparation of food, craft and using historical objects.
<b>RESPONSIBLE TO:</b>	Program Supervisor
<b>PRIMARY LOCATION:</b>	Wilkinson Homestead Museum
<b>KEY TASKS:</b>	Present historic information following established program guidelines Demonstrates and explains craft or related activities as per program guidelines Work with children on crafts and activities Sets up and clears demonstration area and materials Be willing to assist in training new volunteers
<b>SKILLS REQUIRED:</b>	Excellent communication and interpersonal skills Ability to work with children Customer service skills Organised and reliable Friendly manner and ability to work well with other people Interested in local history
<b>TRAINING:</b>	On the job training for each education program unit. Additional training will be conducted through the year.
<b>REQUIREMENTS:</b> (Licenses, heavy lifting, WWC)	Police Clearance Working With Children Check Ability to stand for long periods of time Able to follow instructions Able to work independently
<b>REIMBURSEMENTS:</b>	N/A
<b>WHEEL CHAIR ACCESS:</b>	yes, except the school room
<b>TRANSPORT:</b>	Must have own transport to get to the Museum. Public transport is available from Gosnells.
<b>TIME COMMITMENT:</b>	4 hours
<b>WORK DAYS:</b>	Wednesday during school term
<b>START DATE:</b>	various
<b>END DATE:</b>	various

**Note: New volunteers are subject to a three month review period**