



Walking Tour Assistant

2019 Volunteer Job Description

Position Title	Walking Tour Assistant
Supervisor	Shana Barbour, Program Coordinator (shana@friendsoffishcreek.org)
Tour Program Description	The Friends of Fish Creek offer public walking tours on a range of topics that highlight the natural/cultural/historical significance of Fish Creek Provincial Park as well as the issues that face such a well-loved and used park landscape. Tours are lead by trained Guides, while Assistants provide logistical support. Funds generated by these tours contribute directly to the financial sustainability of the Friends of Fish Creek.
Overall Role of Tour Assistants	To support Friends' Tour Guides and ensure that tours are well-coordinated and safely run.
Desired Outcomes	<ul style="list-style-type: none"> • Increased community engagement through a variety of different tour topics and opportunities • Increased public participation in tour programming • Well organized and efficiently run programs
Tasks and Responsibilities	<ul style="list-style-type: none"> • Sign up for volunteer shifts using <i>MyVolunteerPage</i> • Professionally represent the Friends of Fish Creek during programs • Greet participants, facilitate registration and collect drop-in fees • Support Tour Guide in the event of an emergency to ensure tour participants are safe • Submit paperwork and fees to Supervisor at the end of each tour • Provide feedback to Supervisor regarding issues, concerns or program logistics • Bring personal water, sunscreen and hat and dress for the weather and trail conditions
Requirements	<ul style="list-style-type: none"> • Sign and submit Friends of Fish Creek Volunteer Agreement • Acknowledge the Friends of Fish Creek Volunteer Handbook on MVP profile • Clear Police Information Checks (first year Assistants only) • Carry fully-charged personal cell phone and provide First Aid if needed (only if currently certified In First Aid) • Mandatory completion of Tour Assistant volunteer training • Friendly and professional interpersonal skills • Ability to work with Friends' staff, other volunteers and the public • Basic computer/internet literacy and working email account
Time Commitment	A minimum of two 2-hour shifts each month from May to October
Training	Mandatory Tour Assistant Program volunteer training held in April with mentor shifts scheduled at the beginning of the season with experienced volunteers.
Evaluation	Ongoing. We welcome feedback from volunteers throughout the season and volunteers will be invited to complete an end-of-season Volunteer Experience Survey to provide feedback to the organization.
Benefits	<ul style="list-style-type: none"> • Get involved in the Friends of Fish Creek community and meet new people • Play an active role in supporting the financial sustainability of the Friends of Fish Creek • Free participation in the session at which you are assisting • Invitation to optional First Aid training • Eligibility for Letter of Involvement • Receive Voice of the Friends newsletter and stay informed about upcoming events and happenings in Fish Creek • Invitation to volunteer appreciation events
Revised Feb 11, 2019	