

## Gulf of Georgia Cannery Society

### Youth Leadership Program

Hello!

Thank you for your interest in the Gulf of Georgia Cannery Society's Youth Leadership Program. We are excited to offer this program for a second year as it is a great opportunity for you to get to know the history of your community while gaining hands-on experiences and skills for your future.

In addition to cultivating leadership skills you can discover new skills and experiences like:

- Working in a museum setting
- Customer service and hospitality
- Event planning and execution
- Exhibit creation
- Marketing and outreach

In this information package you will find:

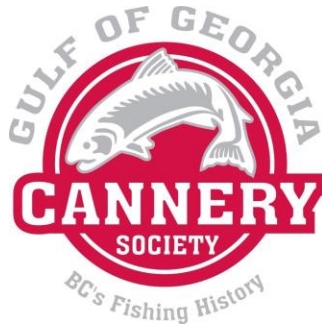
- Program overview, requirements and benefits
- Youth Leadership Program Details
- Special Project Options
- An Application Form

#### **Program Overview:**

The program requires a consistent commitment from September 27, 2018 until May 1, 2019. Selected candidates must be available on Wednesdays from 3:30-5:30pm with some hours completed on weekend or Pro-D days. Most of the volunteering will take place at the Gulf of Georgia Cannery National Historic Site (NHS) but there will be field trips off site throughout the year. Upon successful completion, Leadership Volunteers will gain at least 60 volunteer hours.

#### **Requirements:**

- Must be at least 15 years old and a Richmond School District High School student
- Be organized, enthusiastic and self-motivated
- Able to thrive in a team environment
- Able to commit to weekly meetings on Wednesdays from 3:30-5:30 as well as weekends and Pro-D days, as needed



**Benefits of this program:**

- Completion of government required volunteer hours for graduation (or CAS hours for IB students)
- Development of leadership and communication skills
- Discover the rich history of your community
- Mentorship by staff members while gaining experience in a museum setting
- Completion of a leadership project that will look great on your resume
- Field trips to other cultural heritage sites/museums
- Letter of recommendation and hours recognition from supervising staff
- Wrap up appreciation party

Applications can be submitted by email to Tara at [volunteer@gogcannery.org](mailto:volunteer@gogcannery.org) or dropped off at the Gulf of Georgia Cannery NHS' front desk or administration building. **Please review the Leadership Volunteer Program Details and Special Project Options before submitting your application.** Applications will be accepted until **Friday, September 14.**

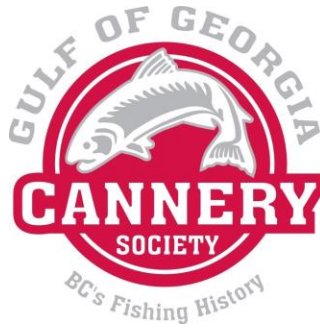
Selected candidates will be contacted for an interview, which will take place between 3:30-4:30 on one day between September 17-20. The orientation for the program will be on Wednesday, September 27<sup>th</sup>.

If you have any questions, please do not hesitate to contact Tara at [volunteer@gogcannery.org](mailto:volunteer@gogcannery.org) or 604-664-9009.

Sincerely,

Tara Miller

Volunteer Coordinator  
Gulf of Georgia Cannery Society  
12138 Fourth Avenue  
Richmond, BC  
V7E 3J1  
[volunteer@gogcannery.org](mailto:volunteer@gogcannery.org)  
604-664-9009



## Youth Leadership Program Details

### Time Commitment:

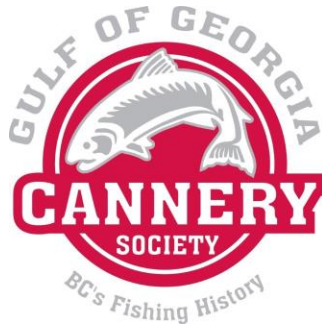
- Wednesdays from 3:30-5:30pm from September 27-December 12, 2018 and January 2 - May 1, 2019
- Occasional weekend and Pro-D day sessions
- Full calendar of volunteer shifts will be provided in advance
- Selected candidates must commit to the full program

### Term 1: September to December 2018

- Complete SuperHost customer service certification
- Learn about different careers in the museum and heritage sector
- Find out what goes on behind the scenes in a museum
- Assist at Cannery events including one Cannery Farmers' Market on a Sunday
- Attend a fieldtrip to another museum

### Term 2: January to May 2019

- Split into teams of 2 or 3 to learn more about Exhibits, Marketing and Outreach, or Event Management
- Complete a special project under the mentorship of a Cannery staff member
- Attend a fieldtrip to another museum



## Special Project Options

All applicants will rank the following project options in order of preference on their application form.

**Exhibits:** Leadership Volunteers will work with the Manager of Audience Engagement and Collections Manager to prepare an exhibit that will be displayed in the Cannery gift shop. Volunteers participating in this project will gain skills in working with the collections (objects), exhibit design, and label writing. At the end the exhibit will be on display for the public to see.

*Scheduling Notes:* Majority of work done at regular Wednesday time (3:30-5:30) with the possibility of some research and text writing done at home.

**Marketing and Outreach:** There are two projects for Marketing and Outreach. The first will involve work with the Visitor Services and Marketing Manager to create a promotional story or series of posts for the Gulf of Georgia Cannery (GOGC) Society's social media. Learn about how the GOGC Society uses social media to promote the site as well as researching methods to attract new audiences.

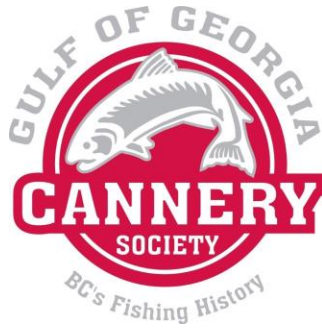
The second project will be to create an interactive activity for kids that can be used at outreach events. This will be under the supervision of the Visitor Services and Marketing Manager as well as the Group Programs Coordinator. Leadership Volunteers will develop the activity and attend a Cannery event or outreach program to test it.

It is highly recommended that candidates who are interested in these projects follow the GOGC Society on social media platforms before submitting their application.

*Scheduling Notes:* Most of the work will be done during the regular Wednesday time (3:30-5:30) with the possibility of some researching and writing done at home. Attendance at one outreach event is required. This outreach event will be on one of the Cannery Farmers' Market Sundays, Family Day, Spring Break or Easter.

**Events:** The Event and Market Manager will supervise the Events project. This project will include researching, planning and implementing an activity for the Easter at the Cannery event, keeping in mind the Gulf of Georgia Cannery (GOGC) Society's mission and environmental sustainability initiatives. Easter is a significant event at the Cannery and Leadership Volunteers will have great exposure and an opportunity to put their concept into practice.

*Scheduling Notes:* In addition to the regular Wednesday times (3:30-5:30), Leadership Volunteers must be available on April 18<sup>th</sup>, after school, and one of the three days of the Easter weekend (April 19<sup>th</sup>, 20<sup>th</sup> or 21<sup>st</sup>).



## Youth Leadership Program Application

### Personal Information (Please Print)

Full Legal Name:

Preferred Name:

School Grade:

Age on September 27, 2018:

Home Phone:

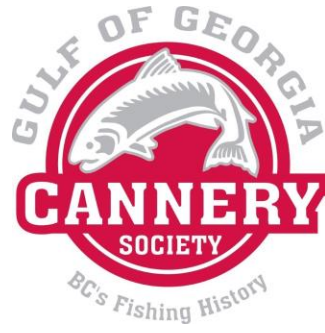
Cell Phone:

Email:

**Please answer the following questions. Answers must be maximum 100 words, you may attach another sheet of paper if you need more space.**

1. Why are you interested in the Youth Leadership Program at the Gulf of Georgia Cannery NHS?

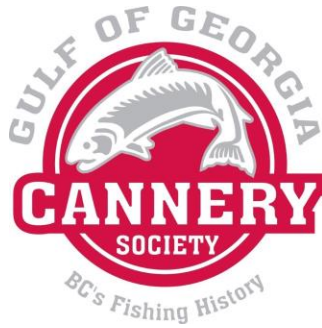




4a. Please explain your project preferences:

5. What skills and experiences are you hoping to gain from this program?

6. What are your goals if accepted into the program?



**Please provide at least two references (from a supervisor or teacher):**

<b>Name:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Relationship:</b>

<b>Name:</b>	<b>Phone:</b>
<b>Email:</b>	<b>Relationship:</b>

<b>Applicant Signature:</b>	<b>Date:</b>
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Volunteers under the age of 18 must have this form signed by a parent or legal guardian.

*As a parent/legal guardian, I give my consent for \_\_\_\_\_ to participate in the volunteer activities at the Gulf of Georgia Cannery National Historic Site.*

Name of Parent/Guardian: \_\_\_\_\_

<b>Signature:</b>	<b>Date:</b>
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Applications can be submitted by email to [volunteer@gogcannery.org](mailto:volunteer@gogcannery.org), or dropped off at the Gulf of Georgia Cannery National Historic Site front desk or admin building by **Friday, September 14, 2018**. Please review the program requirements and details prior to submitting your application. Thank You!

This program is generously funded by the Richmond Community Foundation

