



## VOLUNTEER REGISTRATION 2011

### 8TH ANNUAL DOORS OPEN WINNIPEG - MAY 28 & 29, 2011

For your convenience you may type-in your information directly onto this form and it can be returned via email. If you prefer, this form can be printed and the completed application form may be returned to us by fax or mail. See return information at bottom of page.

<input type="checkbox"/>	Mr.	<input type="checkbox"/>	Mrs.	<input type="checkbox"/>	Ms.
Last Name: _____					
First Name: _____					
Email: _____					
Phone: Day: _____					
Evening: _____					
Address: _____					
City: _____ Prov: _____					
Postal Code: _____					

EXPERIENCE	<p>1. Have you volunteered at Doors Open Winnipeg events in the past?  <input type="checkbox"/> YES    <input type="checkbox"/> NO</p> <p>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</p> <p>If YES, please provide details of your experience.</p> <p>_____</p> <p>_____</p> <p>_____</p>
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ORIENTATION	<p><i>Volunteers are required to attend an orientation workshop in early May. We will contact you directly with further details.</i></p> <p><i>If you are unable to attend any of the orientation sessions, please contact us to make special arrangements to get proper instructions.</i></p>
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**Please return your form on or before  
Wed. May 4th, 2011**

LANGUAGE	<p>Which language(s) do you speak?</p> <p><input type="checkbox"/> English    <input type="checkbox"/> French</p> <p><input type="checkbox"/> Other: _____</p>
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VOLUNTEER POSITION	<p>Please read Duties &amp; Responsibilities on p. 2 before completing this section. Once you have read p. 2, indicate below your Volunteer Position of 1st and 2nd choice:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">1st Choice</td> <td style="text-align: center;">2nd Choice</td> </tr> <tr> <td>Ambassador</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Tour Guide/Interpreter</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </table>		1st Choice	2nd Choice	Ambassador	<input type="checkbox"/>	<input type="checkbox"/>	Tour Guide/Interpreter	<input type="checkbox"/>	<input type="checkbox"/>
	1st Choice	2nd Choice								
Ambassador	<input type="checkbox"/>	<input type="checkbox"/>								
Tour Guide/Interpreter	<input type="checkbox"/>	<input type="checkbox"/>								

SHIFTS	<p>Please indicate your shift availability (you may sign up for more than one shift):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Saturday, May 28th:</b></p> <p><input type="checkbox"/> 11:00 am - 5:00 pm</p> <p><input type="checkbox"/> 11:00 am - 2:00 pm</p> <p><input type="checkbox"/> 2:00 pm - 5:00 pm</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Sunday, May 29th:</b></p> <p><input type="checkbox"/> 11:00 am - 5:00 pm</p> <p><input type="checkbox"/> 11:00 am - 2:00 pm</p> <p><input type="checkbox"/> 2:00 pm - 5:00 pm</p> </td> </tr> </table>	<p><b>Saturday, May 28th:</b></p> <p><input type="checkbox"/> 11:00 am - 5:00 pm</p> <p><input type="checkbox"/> 11:00 am - 2:00 pm</p> <p><input type="checkbox"/> 2:00 pm - 5:00 pm</p>	<p><b>Sunday, May 29th:</b></p> <p><input type="checkbox"/> 11:00 am - 5:00 pm</p> <p><input type="checkbox"/> 11:00 am - 2:00 pm</p> <p><input type="checkbox"/> 2:00 pm - 5:00 pm</p>
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<p><b>Please return form to, or for further information please contact:</b></p>	<p>Attn: Shannon Ralkie - Doors Open Winnipeg Volunteer Coordinator</p> <p>HERITAGE WINNIPEG CORP.          509 - 63 Albert Street Winnipeg, MB R3B 1G4          WEBSITE: <a href="http://www.doorsopenwinnipeg.ca">www.doorsopenwinnipeg.ca</a></p>	<p>Phone: (204) 942-2663          Fax: (204) 942-2094          Email: <a href="mailto:dovolunteer@gmail.com">dovolunteer@gmail.com</a></p>
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## VOLUNTEER JOB DESCRIPTION

The 8th annual Doors Open Winnipeg will be presented by Heritage Winnipeg to again open the doors of Winnipeg's built treasures and cultural institutions to the public. On May 28 & 29, 2011 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 over 220,000 site visits to over 50 participating buildings, 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 volunteers 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 attend an Orientation session (date and location to be determined).

### **Duties and Responsibilities:**

**As volunteers you are not only representing Doors Open but also Heritage Winnipeg.** Please familiarize yourself with our organization at [www.heritagewinnipeg.com](http://www.heritagewinnipeg.com).

*a. Ambassadors - Represent Heritage Winnipeg and offer assistance in the following capacities:*

1. Attend an orientation workshop in early May
2. Greet visitors at assigned Doors Open building site
3. Maintain a count of visitors to the building
4. Distribute building information and Heritage Winnipeg brochures
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 Guides/Interpreters - Will conduct tours providing site interpretation, historical information and description of architectural elements (this information will be provided in advance):*

1. Attend an interview with the volunteer coordinator
2. Attend an orientation workshop in early May
3. Meet with the building owner/manager

**\*Please note:** Tour guides require good communications skills, have the ability to become familiar with the historical and architectural information to be presented and are comfortable interacting 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.**

Please indicate if you will be attending the Volunteer Reception on Sun. May 29th at 6:00 pm.

YES    NO