



## OUTREACH VOLUNTEER

Performs tasks and responsibilities assigned by the STEM Outreach Officer. These could include helping brainstorm and plan outreach events, set-up for upcoming events, including decoration, AV set-up, general errands, etc. Ability to help run an event, such as running kids' activities, giving presentations/talks/lectures, helping during workshops, or running tours of the observatory. These events may take place at the observatory or in schools, libraries, or other outside events.

### Commitment:

- Day and times are negotiable as Tours and Events can be during the day or at night 7 days a week.
- Need to be able to regularly attend events or help plan outreach events.
- Willingness to attend planning meetings either onsite or via MS Teams.

### Responsibilities:

- Report to STEM Outreach Officer and Staff Maintenance.
- Take appropriate care when handling equipment as per Work-Place Safety regulations.
- Wear appropriate clothing – closed work shoes, hat, long sleeve shirt, sunscreen.
- Be versatile, jobs can range from setting up events, working with children, giving short presentations, till operating, and giving tours to the public.

### Skills

No skill is required but knowledge in any of the following would be welcomed:

- Handyperson abilities
- Good customer service skills – Friendly, welcoming and respectful to people of all ages and cultures
- Ability to work in a team and follow instructions
- Attention to detail
- Good organisation skills
- High energy
- Problem solving skills
- Multi-tasking ability
- Conflict management skills
- A sense of humour

