

	Museum Host
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Position:
Museum Host

Location:
Old House Museum
5 Leander St., Wolfe Island, ON

Position Type:
Volunteer, Casual, Seasonal

Goal of the Position:
To serve as the welcoming face of the Wolfe Island Historical Society Museum by supporting the Society’s mission to protect, preserve and share the history and heritage of Wolfe Island by welcoming visitors, sharing information about exhibits and local history, and assisting with basic museum operations. The Museum Host helps to create a respectful and inclusive environment for learning and community connection.

- Position Responsibilities:**
- Open and/or close the museum by following museum procedures (if applicable to the shift).
 - Greet visitors warmly and introduce yourself as the Museum Host.
 - Provide an overview of the museum, including exhibits, artifacts, and layout, particularly for first-time visitors.
 - Inform visitors of potential hazards such as low ceilings and narrow steep stairs to support visitor safety.
 - Answer visitor questions to the best of your ability regarding Wolfe Island history, the museum, donations, and the Historical Society.
 - Process donations, or merchandise purchases and manage cash handling, including balancing the cash float at the end of the shift (if applicable).
 - Ensure brochures, displays, and merchandise are stocked and presented appropriately.
 - Monitor museum spaces to maintain a respectful environment and protect artifacts.
 - Complete light housekeeping tasks such as sweeping and dusting as needed.
 - Provide a brief end-of-shift summary to the incoming volunteer or designated museum contact, including visitor numbers, sales, and any follow-up items.

- Position Boundaries**
- Museum Hosts must not move heavy or awkward objects without assistance from another volunteer or approval from the museum contact.
 - Museum Hosts must not physically assist visitors when using stairs or navigating elevation changes; instead, they should offer verbal guidance or seek additional support if needed.
 - Museum Hosts must not remove artifacts from closed display cases unless explicitly authorized by the designated museum contact.
 - Museum Hosts must only handle museum funds in accordance with established cash-handling procedures and must not use personal funds to make change, issue refunds, or cover shortages. Any discrepancies must be reported to the designated museum contact.
 - Museum Hosts must not engage in confrontational or disciplinary actions with visitors. If a visitor’s behaviour is unsafe, disruptive, or disrespectful, the Host should follow established procedures, seek assistance from another volunteer or museum contact, and prioritize personal and visitor safety.

- Qualifications:**
- Must be at least 16 years of age.
 - Volunteers under the age of 18 may be required to provide written parent or guardian consent and may be scheduled with additional supervision or role limitations in accordance with Wolfe Island Historical Society policies.
 - Must be able to safely access all public areas of the museum, including navigating stairs.
 - Must be able to stand and move about the museum for the duration of the shift.
 - Experience handling cash or point-of-sale transactions is an asset.

- Knowledge of Wolfe Island history or a willingness to learn is an asset.

Other Requirements:

- Completion of orientation and required training prior to the first shift.
- Willingness to learn about Wolfe Island history, museum exhibits, and procedures.
- Ability to follow museum policies, procedures, and safety guidelines.
- Commitment to treating visitors, volunteers, and artifacts with respect.
- Reliability and ability to arrive on time for scheduled shifts or provide notice if unavailable.

Risk Assessment:

Training & Supervision:

- On-site training will be provided by an experienced Museum Host or designated museum volunteer.
- New volunteers will be scheduled with a “shift buddy” for their first 1-2 shifts to support learning and confidence.
- Museum procedures, safety information, and key talking points will be available in an on-site reference binder.
- A designated museum contact will be identified for questions, guidance, or support during or between shifts.

Time Commitment:

- Shifts are typically 4 hours in length, currently from 11 am to 3 pm.
- Shifts are currently offered on Saturdays and Sundays; days and hours may change based on museum needs and volunteer availability.
- The museum operates seasonally, generally from late June to the end of September, or by appointment.
- Volunteers may choose shifts based on their availability and are encouraged to provide advance notice if they are unable to attend a scheduled shift.

Benefits:

- Opportunities to meet interesting people who are curious about Wolfe Island, including new visitors and long-time residents.
- A deeper connection to Wolfe Island’s history, heritage, and community.
- A sense of purpose and fulfillment from contributing to the preservation of local history and heritage.
- Pride in representing the Wolfe Island Historical Society and supporting community learning.
- Opportunities for social connection and meaningful engagement in a welcoming environment.
- Orientation and training related to museum operations and visitor engagement.
- Experience in a museum or heritage setting, which may support resumes, school placements, or future opportunities.
- Recognition and appreciation from the Wolfe Island Historical Society.

Contact: info@wolfeislandhistoricalsociety.org

Application Process:

You can apply by:

- Visiting our website: www.wolfeislandhistoricalsociety.org
- Sending us an email at: email: info@wolfeislandhistoricalsociety.org
- Visit us at the museum during open hours

Date: January 26, 2026