



*The CANADIAN CANOE MUSEUM*  
*Le MUSÉE CANADIEN du CANOT*

## Development Office – Volunteer Job Description

<b>Job title</b>	<i>Development Office Administrative Assistant</i>
<b>Reports to</b>	<i>Development Manager</i>

### **Job Purpose**

This position supports both the Development Manager and the Director of Philanthropy with day-to-day administrative tasks. The main focus of this role is to assist with the processing of Canadian Canoe Museum memberships and supporting the Development Manager in sustaining the membership program.

### **Duties and Responsibilities**

- Processing new and renewed Canadian Canoe Museum memberships
- Communicating, through email or paper mail, with members whose memberships are about to expire or have expired
- Creating Canadian Canoe Museum membership cards
- Tracking all communications with Canadian Canoe Museum members and donors in the museum's database
- Photocopying, filing and mailing all Canadian Canoe Museum tax receipts
- Update internal database with new/recently changed member data

### **Qualifications**

- Basic knowledge of computers and data entry
- Dependability, patience and pleasant manner
- Ability to work well with other
- Problem solving capabilities

### **Time Commitment**

One shift per week for three hours Monday - Friday between 8:30 am and 5:00 pm

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_

Date: \_\_\_\_\_