

FANSHAWE  
pioneer village



# Volunteer Information Package

*Fanshawe Pioneer Village*

## *Why volunteer at Fanshawe Pioneer Village?*

Want to connect with your community and promote the remembrance, sharing and celebration of local history in a friendly environment? Why not volunteer at Fanshawe Pioneer Village!

Volunteering at Fanshawe Pioneer Village offers you the opportunity to learn new skills and meet great people while supporting the museum's mission to preserve, promote and authentically recreate the rural history of London & Middlesex County. You can volunteer on your own, come as a family, or begin volunteering with a friend. Soon you will be making friends with the other Villagers and begin connecting with members of the community.

Share your passion for history and help us preserve the past! Be a part of the Fanshawe Pioneer Village Volunteer Program, you'll love taking a step back into the 19th century!



## *About Fanshawe Pioneer Village*

Established in 1959, Fanshawe Pioneer Village is a special type of museum known as open-air museum, or living history museum.

We tell the stories of the former townships of Westminster, London, North Dorchester, Delaware, West Nissouri and Lobo in Middlesex County from 1820 to 1920.

Through preservation, sharing and celebration, we aim to make the past present for our visitors.

Our volunteers and staff wear costumes, provide historical interpretation, and lead demonstrations of heritage activities that bring the past to life.

Fanshawe Pioneer Village is situated on 46 acres and includes 33 historic buildings.

Our collection is over 30 000 artifacts, some are smaller than a thimble, and others are as large as a house.

Fanshawe Pioneer Village's summer season runs from Victoria Day to Thanksgiving. We are open Wednesday to Sunday, and Tuesdays in July and August from 10:00 a.m. to 4:30 p.m.

Fanshawe Pioneer Village is located in the Fanshawe Conservation Area. You can enter through 1424 Clarke Road. At the intersection of Veterans Memorial Parkway and Clarke Rd. Follow the orange signs once you are in the Conservation Area.

**We hold special events throughout the entire year!**

*As a volunteer at Fanshawe Pioneer Village you will have an opportunity to:*

- Earn hours towards the requirements for high school community volunteer service.
- Gain experience working with the public in a museum setting.
- Receive a 10% discount off all items for sale in the Denfield General Store and the Café.
- Receive a reciprocal pass (free or reduced admission) to many Ontario museums and attractions, after the allotted number of volunteer hours have been completed.
- Meet new people who share an interest in history.
- Wear a period costume, work in a historic building or garden, or run a craft/activity at special events.
- Share a passion or learn new skills related to a historic trade or craft.
- Learn and experience local Canadian history in a peaceful setting surrounded by 19th century buildings and artifacts.
- Bring new skills, ideas and enthusiasm to our programs.

*Fanshawe Pioneer Village provides volunteers with:*

- An orientation to Fanshawe Pioneer Village and its operations.
- A volunteer placement compatible with their expressed interests and Fanshawe Pioneer Village's needs.
- Ongoing training in their placement under the supervision of trained staff.
- A period costume for the duration of the volunteer placement, if required.



*Volunteers are required to:*

- Submit an application and attend an orientation session. There are generally three training sessions per season.
- Agree to a 6 hour minimum per month volunteer commitment.
- Provide a Police Records Check. If you do not have a current police check contact the Public Programming Coordinator.
- Agree to complete the training program required by the job assignment.
- Work cooperatively with Fanshawe Pioneer Village Museum staff members and other volunteers.
- Provide own approved footwear.

For more information, please contact the Public Programming Coordinator by phone at 519-457-1296 x 811 or by email at [programming@fanshawepioneervillage.ca](mailto:programming@fanshawepioneervillage.ca).

# Youth Volunteers

Fanshawe Pioneer Village loves having youth volunteers! Fanshawe Pioneer Village is a wonderful place for families to volunteer together, and older youth are able to complete their Ontario Secondary School Diploma volunteer service requirement. We have a variety of Youth (Ages 15-17) Positions such as: historical interpreters, maintenance and grounds assistants, and special events volunteers!

Youth under 15 must be accompanied by a parent/guardian at all times.

Because of Fanshawe Pioneer Village's unique environment we have a few rules that Youth Volunteers must abide by while on site:

- No volunteer under the age of 18 is permitted to work in a building at Fanshawe Pioneer Village without an adult supervisor. For their safety, Youth Volunteers are never permitted to work alone.
- Youth Volunteers are not permitted to work in the Caverhill Shop, or the Free Press without the specific permission of the Public Programming Coordinator.
- Youth Volunteers will not be permitted to work in the Alder Weaver's Shed or Blacksmith Shop.
- Youth Volunteers must abide by all volunteer rules and regulations.
- Youth Volunteers are required to complete mandatory Volunteer Orientation and Training based upon their age and maturity level.
- Youth Volunteers must remain at their assigned posts for the duration of their shift, unless their participation in an activity elsewhere at Fanshawe Pioneer Village has been approved by the Interpretation Coordinator, their Supervisor or designate.



# *Volunteer Positions*

Fanshawe Pioneer Village is able to offer a variety of Volunteer Positions, although not all opportunities are always available. Fanshawe Pioneer Village strongly believes in supporting our volunteers and ensuring that they have a positive experience with us. If you are interested in multiple volunteer opportunities, please let us know as some areas have more opportunities than others at different times of year.

Volunteers at Fanshawe Pioneer Village can help with special events, demonstrate heritage trades and pastimes or interpret buildings, or assist behind the scenes in our Collections department.

## *Positions Include:*

- **Historical Interpretation:** provide costumed interpretation of one of our historic buildings.
- **Artisans and Trades People:** demonstrate a heritage trade or occupation at the Village. If you have skills sewing, broom making, woodworking, weaving and spinning, quilting, candle making, printing, blacksmithing, or another trade the Village can use your help!
- **Administration:** support our promotional campaigns or assist with mail-outs.
- **Curatorial:** clean, process, and document artifacts.
- **Gardening:** help maintain the heritage village gardens.
- **Farming:** assist with our farms program.
- **Maintenance:** help with the general upkeep of the Village by painting, cutting grass, and much more.
- **General Store Assistant:** lend a hand in our General Store.
- **Special Events Volunteer:** conduct surveys or help out at one of our amazing special events!
- **Board or Committee Members**
- **And more!**





## *Application Process*

- 1. Application:** If you are interested in volunteering, please complete a Volunteer Application, available on our website.
- 2. Application Review:** Your application will be acknowledged by the Public Programming Coordinator, and reviewed based on your interests and our current volunteer needs.
- 3. Interview:** If there is a good fit, an interview will be scheduled, and an opportunity to meet the Supervisor of the Volunteer Position will be arranged.
- 4. Reference Checks:** At the interview, you will be asked to provide three references. One of them should be from a former supervisor.
- 5. Decision:** You will be contacted following your interview if we are able to offer you a suitable placement within the Volunteer Program. Please note that volunteer opportunities are subject to the needs of Fanshawe Pioneer Village which vary from time to time.
- 6. Police Records Checks:** Fanshawe Pioneer Village is committed to creating a safe and secure environment for our visitors, volunteers and staff members. Screening of volunteers and staff is an important part of this commitment. A police records check is required before you volunteer.
- 7. Training and Orientation:** Fanshawe Pioneer Village is a unique workspace, with unique hazards and considerations. You will be required to complete training, read relevant documents and sign associated forms before you begin your Volunteer Position. Fanshawe Pioneer Village is also dedicated to providing volunteers with continued support and opportunities for further training based on your interests.
- 8. Access to the Village:** All volunteers will receive a Volunteer Card that will grant them access to the Fanshawe Conservation Area.
- 9. Costuming:** If your Volunteer Position requires that you wear a costume, a fitting will be arranged. If you wish to make your own costume, all fabrics and patterns must be approved by the Public Programming Coordinator prior to wearing it on site.
- 10. Evaluation:** Fanshawe Pioneer Village is dedicated to the continuous improvement of our Volunteer Program. Your feedback is important to us.

# *Beginning to Volunteer*

Your first volunteer session will be organized with your Supervisor . Volunteers are asked to park in the Visitor parking lot. The parking lot at the Spriet Family Visitor Centre can be used to drop things off, but it is reserved for those with mobility concerns.

You will shadow or assist an experienced volunteer or staff member during your first few sessions as you settle in to your position and learn about Fanshawe Pioneer Village. Shadowing is an essential part of the training process at Fanshawe Pioneer Village because many skills are passed more easily from person to person, rather than through reading.

If you do not have a costume, you will be accompanied to the costume room so you may find one that fits you and suits your Volunteer Position. Please ensure that a costume sign out form is completed.

Volunteers are asked to sign in using the Volunteer Sign-In Binders, in the Spriet Family Visitor Centre— remember to record the time that you left in the Volunteer Sign-In Binder as well! Signing in and out is an important part of safety at Fanshawe Pioneer Village, and tracking your hours is an essential part of our Volunteer Recognition Program.

If you are expected for a volunteer shift, but are unable to make it to Fanshawe Pioneer Village, please let us know as soon as possible so we can make the necessary changes to the day's schedule. **If you are calling about a volunteering session on the weekend during the summer season, please phone the Tollgate (Visitor Entrance) at 519-457-1296 x 819 to be sure that Site Staff know you are unable to make it in.**



If you have any questions or concerns, please feel free to discuss them with your Supervisor or the Public Programming Coordinator. Open communication is essential to the success of the Volunteer Program and will help us all enjoy our time at Fanshawe Pioneer Village.



## *Volunteer Recognition Program*

Fanshawe Pioneer Village holds three volunteer appreciate events each year. Two barbeques are held during the Village's summer season, and the Volunteer Christmas Party is held prior to the holiday season. Volunteers are invited to relax, socialize and connect with other members of the Fanshawe Pioneer Village community.

The names of our volunteers are also submitted for recognition through the Ontario Volunteer Service Awards program.

## *Volunteer Program Structure*

<b>Supervisor</b>	<b>Volunteer Team</b>
Maintenance Coordinator	Farm Volunteers Maintenance Volunteers Garden Volunteers
Executive Director	Board of Directors Committee Members
Public Programming Coordinator	New Volunteer Uptake Overall HR, Volunteer Management and Admin Public Programming and Events Volunteers Garden Volunteers Volunteer Events Youth Volunteers
Collections Coordinator	Collections Volunteers
Education Coordinator	Education Volunteers Outreach Volunteers

## *For More Information*

For more information on any of our Volunteer Opportunities please contact our Public Programming Coordinator at Fanshawe Pioneer Village by phone at 519-457-1296 x 811 or by email at [programming@fanshawepioneervillage.ca](mailto:programming@fanshawepioneervillage.ca). You can find a copy of our Volunteer Application form on our website under About > Volunteer. Please complete the application and send it back by email or regular post to 2609 Fanshawe Park Road, London, Ont., N5X 4A1.