



AKFC Public Affairs Volunteer

Position Overview

The Delegation of the Ismaili Imam at Visitor Program was first introduced in April 2009 to address the interest from the public in the architecture and activities of the Delegation, as well as supporting the mandate of the building as a space of openness, transparency, and accessibility. Since the beginning of the program, over 50,000 visitors have experienced the unique architecture of the Delegation while learning about the work of Aga Khan Foundation Canada and Aga Khan Development Network, through regularly scheduled open house hours, guided tours, and educational programming.

As a volunteer for AKFC and a guide at the Delegation of the Ismaili Imam at, individuals are the front line representative of the Delegation as well as Aga Khan Foundation Canada (AKFC), the Global Centre for Pluralism, and the AKDN Diplomatic Office. The main responsibility for this position is to facilitate guided tours of the Delegation and/or Global Centre for Pluralism. In addition to the weekly visitor program, Public Affairs Volunteers will also act as support for programs and special events held at the Delegation. The hours will vary (depending on the event) with daytime, evening and weekend shifts (minimum of 10 hours per month). Training will be provided by AKFC and the Global Centre for Pluralism.

Roles & Responsibilities

- Leading guided tours of the Delegation of the Ismaili Imam at and/or Global Centre for Pluralism
- Tracking visitor attendance and demographics
- Assisting in the greeting of a broad range of visitors including VIP guests, seniors, and student groups
- Responding to visitor questions and directing them to additional resources
- Assisting with AKFC Public Affairs programs and public engagement initiatives

Expectations

- Commitment to at least three shifts a month whether in tours, events, or program support.
- A responsibility to be on time (30 minutes before and after the shift) to disseminate new information and provide debrief.
- Being patient, polite, hospitable and courteous at all times.

Dress Code

- No uniforms but all guides are expected to abide by the dress code and consider an attire that matches the personality of the space.
- Dress code: black, white, and grey clothing.
- A name tag that is provided to you which you should wear at all times.

To apply for this position, email visitorprogram@akfc.ca with a copy of your resume and completed application form. You will be expected to attend an on-site training as part of the application review process.

NOTE: This description is not intended to be all-inclusive. Volunteers may be expected to perform other related duties as negotiated to meet the ongoing needs of the organization.



**AGA KHAN FOUNDATION
CANADA**

An Agency of the Aga Khan Development Network

akfc.ca



**GLOBAL CENTRE FOR
PLURALISM** **CENTRE
MONDIAL DU
PLURALISME**

Public Affairs Volunteer Application Form

Information collected on this application form including personal information will be used to evaluate applicants for the position and will not be shared outside of Aga Khan Foundation Canada and the Global Centre for Pluralism. See privacy policies at: <https://www.akfc.ca/privacy-policy/> and http://www.pluralism.ca/images/WebsitePrivacyPolicy_English.pdf

Name: _____

Email: _____

Phone: _____

Address: _____

Languages spoken fluently: _____

Why do you want to be a public affairs volunteer at Aga Khan Foundation Canada and the Global Centre for Pluralism?

Have you volunteered before? **YES** **NO**

Where have you volunteered?

What do you hope to gain from volunteering at Aga Khan Foundation Canada and the Global Centre for Pluralism?

What experience do you have with public engagement activities?

Will you be able to attend a 2 day weekend training in Ottawa?	YES	NO
Are you available on Wednesday evenings (4:30 PM – 8:00 PM)?	YES	NO
Are you available on Saturday afternoons (12:30 PM to 4:30 PM)?	YES	NO

Option to indicate any additional comments regarding your availability on Wednesdays and Saturdays:

Have you ever been convicted of a criminal offence for which you have not been pardoned?

YES NO

Are you comfortable speaking to large groups of people?

YES NO

Please tell us about your experiences (academic, work, volunteer, etc.) in delivering tours and public speaking:

What does pluralism mean to you?

Why do you think international development is important?

Signature of Applicant: _____	Date: _____
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For individuals under the age of 18, Parent or Legal Guardian:

_____ has permission to volunteer at Aga Khan Foundation Canada (199 Sussex Drive, Ottawa, ON, K1N 1K6) and the Global Centre for Pluralism (330 Sussex Drive, Ottawa, ON K1N 0C7).

Name: _____

Signature: _____

Date: _____

I have legal authority to provide the above permission on behalf of the applicant and have read and understood the terms set out below.

Personal Information Consent

The applicant and parent/legal guardian (where applicable) understand(s) that by submitting this Volunteer Application Form, the applicant is providing Aga Khan Foundation Canada (AKFC) and the Global Centre for Pluralism (GCP) with certain of his/her personal information including name, age, mailing address, and other identifying information which constitutes personal information within the meaning of applicable privacy laws. In submitting this form, I/We agree to allow AKFC and GCP to collect, use and store such personal information for the purposes set out herein. AKFC's privacy policy can be viewed at <https://www.akfc.ca/privacy-policy/>. GCP's privacy policy can be viewed at http://www.pluralism.ca/images/WebsitePrivacyPolicy_English.pdf.

Photo/Video Permission

Volunteers may be photographed or recorded at AKFC and GCP events or at other times they are discharging their assigned responsibilities. I/We understand that should the applicant be selected to volunteer at AKFC and the Centre, his/her image(s) and any video footage of the applicant may be used in AKFC and GCP's materials including promotional materials distributed in print and/or digitally/online including on its social media platforms and those of its partners and founding members.