



How to become a volunteer at the Churchill Northern Studies Centre

Please read this information thoroughly:

The Churchill Northern Studies Centre, (CNSC), is an independent, non-profit facility dedicated to supporting research and educational initiatives in Churchill, Manitoba. The CNSC moved into brand new headquarters in June, 2011 – a 27,000 sq ft 'green' technology facility and LEED Silver certified, which is roomy, is 90% daylight and has many water saving features to name only a few of the green listed items.

This sub-arctic facility is located at the junction of three distinct ecosystems and provides a unique insight into life in the tundra, boreal forest and marine environments. The CNSC is open year-round to provide support for ongoing research projects, as well as university credit courses, independent tour groups, non-credit courses, school groups, Road Scholar, Earthwatch, meetings, conferences, plus our own Learning Vacations. We are proud to present a variety of courses (Learning Vacations) which are designed to capitalize on the area's many seasonal attractions.

Volunteers have always helped the CNSC to function smoothly and efficiently. The Centre welcomes volunteers for our summer programming from May through September and for our fall programming ('bear season') in October 1 through the third week of November.

Located under the Aurora Oval, Churchill is the best place on earth to see the northern lights! Located 23km from the artificial lights of town, the CNSC also offers Learning Vacations and Road Scholar programs on the winter skies and Aurora Borealis in February and March. Volunteers are needed during this time of programming for about 5ish weeks.

Depending on our programming needs, there may be other opportunities available at other times of the year.

In exchange for working 36 hours per week the Centre provides meals and accommodation. The volunteer commitment ranges from 3-6 weeks on average. **We regret that we are not able to offer compensation for travel to and from the Churchill area.** Volunteers are encouraged to participate in the educational courses and related activities, whenever scheduling permits.

Important things to know about Volunteering at the CNSC:

Duties:

The CNSC is interested in volunteers that are willing to do a variety of duties. Typically our volunteers help out in the kitchen doing general cleaning and dishwashing duties, and at times, some small prep jobs under the guidance of the kitchen staff. Sometimes these duties are augmented with office duties, (photocopying, stuffing envelopes, putting

together packages for our program participants) working in the gift shop (folding, taking inventory, putting out new stock) and light housekeeping but mostly, our volunteers are needed in the kitchen.

Accommodations:

The accommodations are dormitory style bedrooms with bunk beds that are usually shared with one to three other volunteers. Washrooms and showers are shared. Room, board (meals) and use of the laundry facilities are provided gratis for volunteers. Meals are taken with other staff, researchers, students and program participants in the collegial atmosphere of the cafeteria. We can accommodate vegetarians, but we suggest that they bring some protein supplements.

There is also WiFi throughout the building, a rec room, AV room, fitness room and dome viewing room where you can look out over the landscape or the night skies through a 360° warm 'bubble' on the second floor.

Minimum age is 19, and fluency in English is a requirement.

Your Responsibilities:

- We expect the volunteers to work a minimum of 6 hours per day, six days a week, with one day off per week.
- Each volunteer receives a schedule and is responsible for arriving to their shift on time.
- Each volunteer is expected to treat co-workers, staff, researchers and clients with respect and courtesy.
- Schedule changes are permitted providing that the shift is covered and you are required to let the office staffs know if you are sick and unable to cover your shift.
- There is a \$25.00 membership fee that is payable upon arrival and you will receive a "Birdfish" newsletter for the following year. If you are already a member we will waive this fee.

Our Responsibilities:

- A clear written description of the position and duties
- An orientation session and on-going training
- Support from a designated volunteer or staff person
- Respectful treatment towards our volunteers
- Appropriate and timely recognition
- Listen to suggestions, seek feedback.

Good to Know:

Our staff and volunteer staff work very hard at the CNSC and the majority of our volunteers are extremely happy with the opportunity. However, if a conflict arises, such as a volunteer is unwilling or unable to fulfill their commitment to work the designated 6 hours per day, or if a volunteer is unable to work courteously and respectfully with staff and other volunteers, as a last resort the volunteer may be asked to leave. The CNSC will not assume any costs associated with transportation.

If you are interested in working in this dynamic environment, please send:

1. A letter of interest, a resume and three references (with email contacts) by fax, e-mail or postal service attention Volunteer Coordinator.
2. Please include the time frame for which you would be able to work. We prefer a minimum of three weeks most of the year and three to six weeks during bear season.
3. Indicate to us that you have read a) this document b) the FAQ document
4. Indicate to us that you have investigated transportation to and from Churchill and that you are aware of the costs associated with northern travel.
5. We would like to know how you came to hear about volunteer opportunities at the CNSC.

You are welcome to contact the Assistant Director at:

Phone: (204) 675-2307
Fax: (204) 675-2139
E-mail: volunteer@churchillscience.ca

Address: Churchill Northern Studies Centre
PO Box 610,
Churchill, Manitoba, R0B 0E0, Canada

You can find out more about us at www.churchillscience.ca

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