

Title: Volunteer School Tour Guide

Position Type: Volunteer

Reports to: Visitor Operations Manager

Date Revised: September 2026

POSITION SUMMARY

The Volunteer School Tour Guide leads educational tours of the Diefenbunker for school groups ranging from elementary to secondary students. Guides present the site and Canada's Cold War history through storytelling, discussion, and interactive activities, adapting their approach to different ages and learning needs. Volunteers may also occasionally assist with the supervision and facilitation of educational programs led by museum staff.

PRINCIPAL DUTIES & RESPONSIBILITIES

- Lead scheduled school tours of the Diefenbunker.
- Present, age-appropriately, information about the site and Canada's Cold War history.
- Adapt tours and activities to different age groups, group sizes, and learning needs.
- Engage students through storytelling, discussion, questioning, and interactive activities.
- Answer questions and encourage student participation.
- Assist with the supervision and facilitation of staff-led educational programs.
- Monitor student safety, behaviour, and engagement during tours and programs.
- Follow museum procedures and school group protocols.
- Report visitor concerns, incidents, and operational issues to museum staff.
- Assist with other visitor engagement or museum operations as required.

POSITION REQUIREMENTS

- Strong communication and public speaking skills.
- Comfortable speaking to and supervising groups of children and youth.
- Ability to adapt presentations to different age groups.
- Friendly, patient, and approachable.
- Ability to work independently and follow direction.
- Be at least 18 years of age.
- Ability to obtain and maintain a Vulnerable Sector Police Check.
- Ability to commit to a minimum of 4 hours per month, ideally on a consistent or set schedule.
- Willingness to complete a three-month probationary period to determine whether the role is a good fit for both the volunteer and the museum.

POSITION ASSETS

- Knowledge of the Diefenbunker and/or Canadian Cold War history.
- Experience working with children, youth, or school groups.
- Experience in education, teaching, public speaking, storytelling, or historical interpretation.
- Experience leading groups or facilitating educational activities.
- Functional in both official languages.
- First Aid/CPR certification.

WORKING CONDITIONS

- Underground facility with no natural light.
- Standing and walking for extended periods.
- Regular interaction with school groups, teachers, and students.
- Tours and programs may involve areas with stairs or varying environmental conditions.

HOW TO APPLY

To apply, please fill out the volunteer application form on our website at diefenbunker.ca/volunteer.

Please note that there is no public transportation to the Diefenbunker from downtown Ottawa.