



Vic West Historian

Job Description

Position: Volunteer

Program Area: General

Time Commitment: 1 year term, 4 hours/month

Location: Victoria West Community Centre, 521 Craigflower rd

Background:

The Victoria West Community Association (VWCA) is a not for profit community group that promotes the interests of residents of the Victoria West neighborhood. This is accomplished mainly through the many hours of volunteer work by its membership, the community, and funding support from the city of Victoria.

2020 marks a couple of huge anniversaries for the VWCA, including 90 years since the association was originally founded, 50 years since we became a registered society, and 10 years since we officially took over the community centre! To celebrate these milestones we want to showcase important, people, places, and changes that have helped make Vic West the vibrant and diverse community it is today.

Authority/Responsibility:

- Historians are accountable to the Board through the Projects & Events Committee chair.

Purpose of Position: Document and present local Vic West History

Requirements:

- Commitment to the work of the Victoria West Community association.
- A minimum time commitment of 4 hours per month
- Awareness of potential conflict of interest between personal and association business.
- Willingness to keep confidential issues that the board deems sensitive.
- Background/Passion in communications, marketing, graphic design, web design and development or any other related fields.

Position Responsibilities:

Volunteers will help create videos, interviews, and write-ups of our local history that will be featured on the VWCA website and social media later on in the year.

Criminal Record Check Required: No

Staff Contact: Julie Bull – Volunteer Coordinator