

THE MORRIS COUNTY PARK COMMISSION

Job Description

Title: Education Assistant

Part Time: Annual or Seasonal

Division: Cultural & Environmental Resources -
Historic Sites

Effective Date: 12/19/2017

Prepared by: L. Laffey

Approved by: R. Vitale

Position Charter:

This position works under the supervision of the designated site's Senior Programming staff person. The Education Assistant will develop, present, and evaluate education programs at any designated Historic Site for the benefit and enjoyment of a specific audience.

Essential Functions:

- Researches and understands target audience.
- Develops education programming for the target audience that will be included in our program menu.
- Creates all necessary materials for their programs, including lesson plans, for use by the education department in the future.
- Trains other staff on how to present the programs.
- Evaluates their program as per Historic Sites' evaluation rubric.
- Ensures that Park Commission policies and procedures regarding public access are followed.
- Adheres to established P.E.O.S.H.A. and Morris County Park Commission Safety Standards.

Other Functions:

- Provides customer service as required, both in person as well as via telephone, email and written and correspondence; answering inquiries from the public on subjects relating to Historic Sites' programs, tours and the Morris County Park Commission programs and related subjects.
- Assists in gathering information and review of Public Relations and Marketing materials for programs at the designated Historic Sites.
- Provides back-up as the front-desk receptionist on public program days and greets visitors, sell tickets, and provides visitor orientation as assigned.
- Assists education staff with office duties including filing, typing, editing, copying, collating, and related functions as required.
- Assists education staff with related work as required to further the historic site's education and interpretive goals.
- Responds to emergency situations and patron accidents as instructed in Morris County Park Commission policy and procedures.
- Assists with interpretive tours and education programs as needed.
- Completes other tasks and projects as assigned.

Qualifications:

- Demonstrated interest and/or experience working in a historic site/museum setting.
- Graduate of a college of recognized standing with a major program of study in history, education, American studies, museum studies, or a related field.
- Hands-on use of personal computer and applications with proficiency in Microsoft Office Products and data base management.
- Experience in office procedures and file management.
- Ability to work a flexible schedule, including evenings, weekends, and holidays as required to meet the needs of and to provide continuity in the site's functions.
- Ability to comprehend established office routines, rules, and regulations of complexity and to organize assigned work and develop effective work methods accurately with a high level of attention to detail.
- Ability to communicate effectively in verbal, written print and electronic form, to compose routine letters, memos, transmittals, e-mails and similar correspondence to park staff, and customers.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position, with or without reasonable accommodation.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Work Week:

Regular weekly work hours are scheduled one month in advance on a flexible basis. Incumbent is expected to work weekend days and holidays during the public program season, and occasional evening hours.