

## THE MORRIS COUNTY PARK COMMISSION

### Job Description

Title: Interpreter

Part Time: Annual  or Seasonal

Division: Cultural & Environmental Resources -  
Historic Sites

Effective Date: 2/6/2017

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Approved by: R. Vitale

### **Position Charter:**

This position is part of the Education Staff within the Historic Sites Unit. The position works under the supervision of the senior education staff at the associated site. The Historic Sites Interpreter will lead tours and programs at any of the Historic Sites for the benefit and enjoyment of audiences of all ages and types.

### **Essential Functions:**

- Leads general tours of the historic site.
- Leads school tours/home school programs.
- Creates all necessary materials for programs, including a lesson plan, for use by the education department in the future.
- Implements programs as scheduled per the annual calendar of events.
- Participates in the development of programs and special events as directed by supervisor.
- Participates in large scale special event planning and implementation.
- Assists in the training of volunteer docents.
- Maintains visitation statistics and compiles monthly visitation reports.
- 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:**

- Assesses the visitor experience as a member of the front line staff.
- Provides customer service as required, both in person as well as via telephone and correspondence.
- When assigned, functions as the front-desk receptionist on public program days and greets visitors, sells tickets using the cash register and/or credit-card machine, and provides visitor orientation.
- Answers incoming telephone calls and provides customer services answering inquiries from the public on subjects relating to Historic Sites' programs, tours and the Morris County Park System programs and related subjects.

- Assists 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.
- Handles emergencies and patron accidents as instructed.
- Completes other tasks as assigned.

**Qualifications:**

- Demonstrated interest and/or experience working in a historic site/museum setting.
- Student or graduate of a college of recognized standing with a major program of study in history, education, American studies, museum studies, or a related field.
- Proficient in the Microsoft Office Suite and database 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.
- Possession of/or ability to obtain a valid New Jersey Driver's License.
- Ability to understand and follow written and verbal directions.
- Ability to communicate effectively with Park Commission staff and the general public.
- Ability to perform the essential functions of the position, with or without reasonable accommodation.

**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.

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