



**JOB TITLE:** Museum Guide

**FLSA STATUS:** Non -Exempt

**DEPARTMENT:** County Administration

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**SUMMARY OF JOB PURPOSE**

A temporary seasonal position, working up to and not more than 40 hours per week at the Wolf Creek Indian Village and Museum under the direct supervision of the General Manager. Individuals shall have excellent verbal communication skills as well as maintain a positive working relationship with visitors and staff.

**JOB CONTENT**

Duties may include but not limited to, the following:

Conducts guided tours of the museum and the reconstructed Indian village for groups of children and adults; conducts programs by gathering materials and maintaining displays; willing to work weekends, holidays, and evenings as needed; assists in the development of educational materials, programs and conducts special workshops and activities for students and adults in an outdoor setting; provides accurate information during tours; assists in the creation of items such as bracelets, native drills, and any other items made for the village.

Responsible for the general upkeep of the village to include all areas of the village structures, workstations, central plaza, palisade wall areas, gardens, creek and path areas; conducts daily inspections of the previously mentioned areas to insure the safety of customers and fellow employees; responsible to immediately report to the general manager or designee, any areas which are discovered to be unsafe or require maintenance; assist with all janitorial responsibilities as needed; monitoring of bathrooms to insure their safety and cleanliness for visitors.

Able to lift at least 40 pounds and physically capable of walking the graded trail to and from the village multiple times daily.

Performs any duties as designated by the General Manager of County Administrator not specifically described in the job description.

**EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE**

High school graduate with experience or education in history, arts and crafts.  
Knowledge of how to access resources associated with historical study and education such as primary sources, publications, exhibits, and materials.

Last Revised: February 6, 2024