

# **COUNTY OF BLAND JOB DESCRIPTION**

**POSITION:** Museum Guide

**DEPARTMENT:** County Administration

**EMPLOYMENT STATUS:** Non-Exempt

## **POSITION DEFINITION:**

Under the direct supervision of the General Manager, this is a temporary seasonal position, working up to 29 hours per week, at the Wolf Creek Indian Village and Museum.

## **EXAMPLES OF ESSENTIAL DUTIES:**

Duties may include, but are not limited to, the following:

- Conducts guided tours of the Museum for groups of children and adults
- Assists in the development of educational materials, programs and conducts special workshops and activities for students and adults in an outdoor setting.
- Custodial duties such as maintaining the cleanliness of the building and the surrounding grounds. Vacuuming floors, sanitizing restroom facilities and collecting trash to ensure the building's occupants have a clean space. Ensuring spaces are prepared for the next day by taking out trash, tidying furniture and dusting surfaces.
- Performs all other related duties like the above in scope and function as directed by the General Manager or the County Administrator
- Must be able to do the following activities with or without reasonable accommodation: frequent lifting, carrying, transporting, loading, and unloading of up to 100 lbs, walking long distances in all weather conditions.

## **EMPLOYMENT STANDARDS:**

- Must be enthusiastic, cheerful, and pleasant to work with

## **EDUCATION/TRAINING AND EXPERIENCE:**

- High School graduate.
- Experience or education in history, arts and crafts or teaching is preferred.
- Knowledge of how to access resource publications, lesson plans, exhibits and background materials focused on history, museum and exhibits needed.