

Glen Helen Trailside Museum Operator
Job Announcement

Position Title: Glen Helen Trailside Museum Operator

Supervision:

Primary: Nick Boutis (nboutis@glenhelen.org; 937-769-1902 ext. 105)

Alternate: Rebecca Jaramillo (rjaramillo@glenhelen.org; 937-767-7648)

Number of Positions: 3

Duration:

Start: As soon as possible

End: Sept. 17, 2010

Schedule:

Hours per Week: Up to 20

Weekdays Required: Flexible

Weekends Required: Flexible

Evenings Required: Flexible

Flexible Schedule: Yes

Hourly Rate: \$12.00

Description of Work: This is a part-time position that is critical to the operation of the Trailside Museum in Glen Helen. Specific responsibilities include:

- Greet and welcome visitors to Glen Helen
- Inform visitors of membership drive and importance of membership
- Answer routine Glen Helen/interpretive questions
- Handle gift shop sales within Trailside Museum
- Work alongside other Glen Helen staff
- Cleaning, maintenance, and general custodial care of museum
- Stocking and maintaining all birdfeeders
- Maintain records of all activities including visitation and cleaning records
- Additional responsibilities, as necessary.

Qualifications: Trailside Museum Operator must possess outstanding communication skills. Must be able to work well with a broad range of people, and with minimal supervision. Must be familiar with (or willing to learn) Glen Helen trail system and natural history. Prior experience in public relations or sales useful. Naturalist/interpretive training a plus. Weekend, as well as evening work may be required.