

## **School Workshop Leader**

### **Landis Valley Village and Farm Museum**

#### **Landis Valley Associates**

School Workshop Leader is a permanent, part-time position for the Landis Valley Associates responsible for assisting the LVA Children's Program Coordinator and School Workshop Coordinator in the implementation and operation of the educational programs at Landis Valley Museum. The School Workshop Leader reports directly to the Children's Program Coordinator and/or the School Workshop Coordinator.

The work schedule varies per two-week pay period, Monday through Friday, works some weekends, evenings and special events in performance of duties.

#### **Principle duties/responsibilities**

- Must be friendly, courteous and willing to work with the public
- Assists with/facilitates all hands-on workshops, summer history camp, weekend workshops, scout badge programs, Homeschool Day and outreach programs
- Assists with interpretation of historic buildings on a seasonal basis
- Maintains inventory of supplies used in all educational programs and hands-on workshops
- Assists with cleaning of public spaces, historical buildings associated with educational programs
- Incumbent is responsible to be familiar with PHMC general safety rules and safety rules specific to this position; for working in a safe manner and following all PHMC safety rules; immediately report all workplace injuries or incidents to their supervisor; and to immediately correct any safety hazards in the work area or report same to supervisor.
- May be required to perform other duties as required by Children's Program Coordinator and School Workshop Coordinator

## **Job Description**

### **Historical Interpreter**

#### **Landis Valley Village and Farm Museum Landis Valley Associates**

Historical Interpreter is a permanent, part-time position for the Landis Valley Associates responsible for assisting the museum's Interpretation Department in the interpretation of historical buildings at Landis Valley Village and Farm Museum. The historical interpreter reports directly to the Custodial Guide Supervisor and/or Museum Educator II, Manager of Interpretation and Visitor Services

The work schedule varies per two-week pay period, seven days a week, works some weekends, evenings and special events in performance of duties.

#### **Principle duties/responsibilities**

- Must be friendly, courteous and willing to work with the public
- Assists with interpretation of historic buildings
- Assists with cleaning of public spaces, historical buildings associated with the interpretation programs
- Incumbent is responsible to be familiar with PHMC general safety rules and safety rules specific to this position; for working in a safe manner and following all PHMC safety rules; immediately report all workplace injuries or incidents to their supervisor; and to immediately correct any safety hazards in the work area or report same to supervisor.
- May be required to perform other duties as required by the Custodial Guide Supervisor and/or Museum Educator II, Manager of Interpretation and Visitor Services.