



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: MUSEUM EXPERIENCE FACILITATOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for teaching and facilitating all educational, historical, interpretive, recreational, craft and History Camp programs to all youth, family, adult, and school aged and Scout audiences at the Historical Museum. Position serves as a main facilitator for the Museum's History Camps. Responsible for serving as a group leader for camp activities and programs held at the Museum.

SUPERVISORY RELATIONSHIPS

- Accountable to the Museum Director with day-to-day supervision also provided by the Museum Program & Education Coordinator.

ESSENTIAL JOB DUTIES

- Conducts all educational, recreational, interpretive, craft, and camp programs for all audiences, including families, adults, school-aged youth and Scouts based on program needs, and curricula developed by the Museum Program & Education Coordinator
- Conducts new programs as trained and needed, to coordinate with museum exhibits and other programming, with the approval of the Program Coordinator and Museum Administrator
- Assists in creating an activity agenda for camp groups for which the employee is directly responsible
- Comfortable with learning and delivering historical knowledge to a wide audience
- Comfortable giving historical tours of the museum and grounds
- Assists in organizing and structuring large and small group activities
- Sets up, cleans up and puts away materials and equipment at the beginning, during, and end of programs
- Maintains head counts of participants/campers throughout the program
- Supervises participants and is present during activities
- Enforces safety rules during activities
- Notifies the Program & Education Coordinator or Museum Director of problems or concerns with individual campers, program participants, or staff members
- Administers first aid to staff, participants/ campers, as needed
- Works with Historical Museum volunteers to assist with programming as needed
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential

SECONDARY JOB DUTIES

- Attends required meetings and trainings
- Welcomes and is responsible for making sure parents sign in and out all history camp participants.
- Organizes and maintains camp and program supplies in an orderly fashion
- Notifies the Museum Program & Education Coordinator or Museum Director of any potentially dangerous or unsafe equipment or situations
- Recommends supply and equipment purchases as needed for efficient programmatic operation to appropriate channel

REQUIRED KNOWLEDGE

- Good knowledge of history-based activities and educational and interpretive programming
- Good knowledge of group management, and group dynamics
- Good knowledge of pertinent safety precautions
- Basic knowledge of day camp programs

REQUIRED COMPETENCIES

- Ability to instruct and manage groups of varying, ages, sizes, and dynamics
- Familiarity with history-based programming educational, and interpretive delivery methods
- Knowledge and interest in US, Regional, and Local History
- Familiarity with latest methodologies of Educational, Museum, and Recreation based programming and techniques
- Comfortable wearing historic reproduction clothing as needed for execution of responsibilities
- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with supervisors, co-workers, and patrons
- Ability to work with general direction from immediate supervisor
- Capacity to utilize effective time management skills to complete the assigned job tasks
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers, supervisors and co-workers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public orally and in writing, as needed
- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations, periods of high activity, and in emergency situations
- Ability to follow directions and communicate in English verbally and in writing and to read and understand materials printed in English
- Capacity to proactively resolve problems, if authorized to do so, or to refer problems to immediate supervisor
- Capacity to perform CPR and first aid, when required
- Capacity to follow through on tasks to completion

EDUCATION, EXPERIENCE AND TRAINING

- Candidates should be currently enrolled in or have completed coursework in relevant fields, Museum Education, Museum Studies, Historic Preservation, History, or Elementary Education. A completed BA/BS is not required, but progress toward a degree in these fields is preferred.
- Preferred minimum of one to two years of experience instructing educational or recreational programs preferably in a history museum, informal education setting, or classroom
- Minimum of one to two years of experience working with school aged children, supervising children's activities or programs, or a significant background in education
- Previous experience in a child care setting or supervising children's activities or programs preferred
- Previous experience in a summer camp setting, history camps preferred
- Or, any equivalent combination of education, experience and training
- CPR (Infant, Child and Adult), AED and First Aid Certification, or be willing to obtain certification through Park District.

HOURS

- Sunday through Saturday, seasonally varied hours based on the Museum's programming and operational need, with work hours designated by the Museum Director
- Night, weekend and holiday work hours, as required
- Employee is expected to be on call whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing or sitting for sustained periods of time while completing work
- Wearing of historic reproduction clothing as necessary for the execution of programming. This includes natural fiber garments, authentic to a given time period.
- Occasional work in front of stoves or camp fires, exposure to wood smoke, heat, and open flame
- Occasional work with implements such as knives, cast iron cooking equipment, wood working tools such as saws and hammers
- Repetitive hand/arm movements such as when setting up interactives for visitors, or in the execution of programming, or such as when serving snacks or participating in activities with the participants
- Some bending, twisting, walking and possibly jogging during physical activities with participants
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in recreational equipment, storage boxes and other supplies.

- General work area is indoors, smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions while attending job related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR Microshield
 - Non-latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 6/25/84
Revision Approved – 10/13/87
Revision Approved – 8/1/90
Revision Approved – 3/24/98
Reviewed – 2/5/2001
Revision Approved – 6/08/04
Reviewed – 3/23/2006
Reviewed – 9/10/2008
Revision Approved – 8/27/2010
Revision Approved – 11/1/13, 1/23/25



Executive Director