

Edwin C. Remick Foundation Remick Museum & Farm Job Description

Job Title: Program Assistant
Reports to: Program Manager
Status: Seasonal (May through October), Full-time
Supervises: N/A



Position Overview: The Program Assistant helps interpret the stories, land, and buildings at Remick Country Doctor Museum and Farm, while also aiding in the delivery of programs for participants of all ages – including school and homeschool groups and summer visitors. The farm is an integral part of the museum, and the Program Assistant will be interacting with various farm animals through programming and should be comfortable handling, feeding, and working with livestock.

Primary Responsibilities:

- Assist in delivering farm, nature, and history-based lessons to school groups, homeschool families, summer visitors, and Pre-K learners.
- Interpret museum themes (agriculture, health and medicine, sustainability, etc.) through tours and while roving the museum grounds.
- Develop and implement drop-in summer programs that relate to the farm and museum.
- Assist gardener at once/week offsite farmer's market, while also providing short (5-min) programs for market patrons.
- Help to keep farm and museum grounds in presentable shape. Duties may include minor carpentry repairs, picking up trash, sweeping exhibit areas (including animal barns), assisting the gardener, installing and moving signage, and dusting and cleaning exhibit materials.

Secondary Responsibilities:

- Maintain a safe workspace while following all appropriate COVID-19 guidelines.
- Use appropriate steps to maintain exhibit materials.
- Support Remick's mission and customer service philosophy.

This description is not intended to be a complete list of all responsibilities, duties, skills, requirements, or working conditions associated with the job. While it is intended to be an accurate reflection of key responsibilities of the job as it is at present, management reserves the right to revise the job or require that other or different tasks be performed as assigned. This job description may be reviewed by management at any time to ensure that it relates to the job currently being performed, or to incorporate changes. Management reserves the right to change a job description; and if/when doing so will discuss with the employee(s) concerned so that any changes are understood by employee(s).

Qualifications: Knowledge, Experience, and Skills:

- Bachelor's Degree in Education, History, Environmental Science, Outdoor or Experiential Education, or another related field.
- 1-3 years' education or interpretation experience, especially in an experiential outdoor setting.
- Experience providing educational or interpretive programs to a diverse audience.
- Basic office and computer skills.

Equipment Operated:

- Hand and garden tools, field science tools and instruments, and farm tools.

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Interpersonal Skills:

- Reliable, dependable, and punctual.
- Willingness to learn.
- Self-starter with good initiative and able to work independently.
- Possesses effective organizational skills, is attentive to detail and managing multiple deadlines.
- Able to communicate skillfully with a wide range of people from different cultural and social backgrounds, varying ages, language skills, and physical abilities.
- Flexible, adaptable, and positive.

Physical Requirements and Work Environment:

- Perform physical activities in a variety of environmental conditions that require moderate to maximum strength including climbing, lifting, balancing, bending, kneeling, walking, and handling of materials weighing up to 50 pounds.
- Transport wheelbarrows and carts with bulk materials.
- Comfortable working on your feet for long periods of time. Must wear closed-toe shoes at all times.
- Operate gardening equipment, shovels, and other hand tools.
- Able to work around farm animals, buildings, and fields which will produce dust, dander, and other allergens.

The physical demands outlined are representative of those that must be met by an employee to successfully perform the essential functions of the job. The work requires strenuous activity and there can be significant repetitive or strenuous motion necessary to accomplish certain tasks. This work is conducted outdoors most of the time and therefore there is likelihood of frequent exposure to hot and/or humid or cold or wet conditions. The noise level in the workplace ranges from quiet to loud.

Additional Requirements:

- Must be available to work some weekend days and holidays as requested by your supervisor.
- Flexibility in work hours and days off is required. Occasional evening work may be required.
- Must be able to drive self to offsite events and locations. Current valid driver’s license is required.

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Approvals:

I have read and understood this job description.

Employee Signature/Date

Employee Name

Supervisor Signature/Date

Supervisor Name

The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for this position. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

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