

# **Aurora Colony Historical Society Job Description**

## **Job Title**

STAUFFER-WILL FARM PROGRAM ASSISTANT

## **Qualifications**

- High school diploma or GED required. Experience/knowledge of historical museums desired.
- Skilled in oral communications with children and adults.
- Ability to work with a high degree of autonomy and independence.

## **General Responsibilities**

The Stauffer-Will Farm Staff is responsible for assisting with the daily operation of the Stauffer-Will Farm Program under the supervision of the Farm Coordinator.

## **Specific Duties**

- Instruct at one station each day of program, as determined by need
- Assist Farm Coordinator in all aspects of SW Farm Program duties as directed:
  - Ensure that each station is equipped and ready to go each day.
  - Greet schools, verify figures and take payment.
  - Monitor time schedule to ensure that schools leave on time.
  - Monitor and restock supplies; notify coordinator of needs.
- Perform similar and incidental duties as required.

## **Supervision**

Reports to the SW Farm Program Coordinator and Volunteer Coordinator

## **Hours**

20 - 25 hours per week; Monday through Friday from March 14 to March 18 and from March 28 to June 10, 2016.

**Pay Rate: \$11.50 per hour**