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| Job Title |  | Working Title | Position Number |

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| **Conservation Society of York County**  **Indian Steps Museum Assistant**  **POSITION DESCRIPTION** | | | |
| Last Name | First Name | MI | Employee Number | |

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| Supervisor's Last Name | Supervisor's First Name | Supervisor's Job Title |  |

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| Start Time 10:00am | End Time-  4:30pm Th-F  5:30pm St-Su  w/½ hr Unpaid Break | Hours/Week 26.0 | Days Worked (Check all that apply) | | | | | | | Explain any schedule variations:  **Part-Time/Paid Position** as may be determined by the Board Appointed Personnel Rep, and Board of Directors of the Conservation Society of York County. Museum is open holidays. |
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| **Position Purpose:** **Describe the primary purpose of this position and how it contributes to the organization’s objectives.**  **The purpose of the Indian Steps Museum - Assistant (ISMMA) is to support the Museum Manager in the role of promoting the interests of the Indian Steps Museum, public grounds and gift shop for the Conservation Society of York County (CSYC) and its mission:**  a. To preserve and educate the general public regarding the conservation of our natural biodiversity, preserving the history of both Native American and Early American cultures and their impact on the land.  b. To provide facilities for participants to engage in the promotion of stewardship, conservation, recreation and ecotourism.  c. To embrace the Mission statement of CSYC: ***“Preserving York County’s Natural, Prehistoric and Historic Landscapes.”*** |
| **Description of Duties:** *Describe in detail the duties and responsibilities assigned to this position. Descriptions should include the major end result of the task.*  **The Indian Steps Museum Assistant shall perform the following functions under the direction of the Museum Manager on behalf of the Conservation Society of York County:**  **Basic Duties:**   * **Meet, greet and welcome daily visitors and guests to the museum and gift shop.** * **Respond to phone calls, take notes and report them to the Museum Manager in their absence only.** * **Participate in the daily and bi-weekly cleaning of the museum.** * **Keep track of any supplies needed for office and/or cleaning supplies and report to Museum Manager** * **Monitor outside events and activities at the museum under the direction of the Museum Manager.** * **Communicate with participants of organized activities associated with the rental of the grounds, public programs and private organized groups under the direction of the Museum Manager** * **Assist Museum Manager to ensure appropriate staff coverage is provided during normal museum openings, special events and holidays.** * **Regularly provide Museum Manager with informational updates and research data.**   **Responsibilities:**   * Assist in the operation of the ISM gift shop. As needed, assists and provides support for accurate ISM gift shop deposit information on a daily basis on forms provided. * Assist Museum Manager to ensure all gift shop receipts and deposits are properly recorded and deposited. * Provides assistance and support to Museum Manager and volunteers concerning the operation of the gift shop and the Square cash register system. As assigned by Museum Manager, reports the daily balance to the Board Appointed Personnel Representative. * Works with the Museum Manager to plan and implement operations of the Indian Steps Museum and use of the Grissinger Pavilion, including special hosted events. * Assist in monitoring and managing events such as Indian Step Museum (ISM) exhibition openings, programs, festivals, volunteer or members appreciation events, small fundraisers and other events; work with volunteers and ad hoc committees as needed to ensure the success of these events. * Work with vendors, demonstrators, performers/reenactors, suppliers and partners as directed by the Museum Manager to ensure that event logistics are communicated accurately to all parties involved. * Coordinate applications to ensure that it is complete and submitted on time; work with event committees, Museum Manager and Board Appointed Personnel Representative to ensure all application information is accurate. * Works with and assists in training volunteers to ensure adequate coverage. * Supports and assists partner organizations that host special events on Conservation Society of York County (CSYC) properties; provides support supervision of events by CSYC representatives. * Provides feedback to Museum Manager and/or Board Appointed Personnel Representative by assessing and evaluating the overall success of events and recommends areas for improvement for future events. Provide a record of all discussions regarding event issues and resolutions to museum manager following the event. * Make recommendations for future events and assist with the evaluation of new event suggestions. These recommendations shall be provided to the Museum Manager and/or Board Appointed Personnel Representative for review. * Supervise other staff members as recommended or deemed necessary by the Museum Manager and/or Board Appointed Personnel Representative. * Assist Museum Manager in the preparation of required daily/weekly reports for the Board Appointed Personnel Representative required or requested. * Assists in maintaining a visitor log for the Museum to record attendance of visitors and guests. Provide attendance record for all special events. * Work with Museum Manager and curator to enhance visitor experience, exhibits and displays. * Must be able to perform the Gift Shop Employee duties in their absence. |
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| ***Decision Making Authority:***  The Museum Assistant reports to the Museum Manager and as needed may supervise, other staff members and volunteers.  Follows work assignments and projects as identified by the Museum Manager and Board Appointed Personnel Representative. Provides updates regarding completed assignments and projects.  Updates the Museum Manager and the Board Appointed Personnel Representative as needed or as scheduled, on activities or special issues concerning the operation of the facility. Formal communications concerning program execution are reviewed with the Museum Manager as required, with approval by the Board Appointed Personnel Representative prior to implementation.  Perform special assignments, projects or other duties as may be required or assigned by the Museum Manager and the Board Appointed Personnel Representative.  Documents and provides, files, reports and forms necessary to comply with the requirements set forth by the Museum Manager and Board Appointed Personnel Representative when applicable, local, state and federal agencies. |
| **Essential Functions**: Provide a list of essential functions for this position.   |  |  | | --- | --- | | 1. | Understand and follow oral and written instructions. | | 2. | Analyze and interpret policies, regulations, and standards. | | 3. | Effectively communicate orally and in writing. | | 4. | Prepare for and conduct meetings and trainings. | | 5. | Compose written materials. | | 6. | Gather and analyze data. | | 7.  8. | Effectively use a computer and software applications.  Familiar with electronic outreach and social media interactions. | | 9. | Maintain positive working relationships with staff, volunteers, CSYC directors and CSYC members. | |  |  | |  |  | |

**CERTIFICATION**

By entering my name below, I certify to the best of my knowledge all statements contained in this position description are correct.

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| **Employee's Acknowledgement** X | **Job Title:**  Museum Assistant | **Date** |

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| **Supervisor's  Acknowledgement**  X | **Job Title:**  Conservation Society of York County Board Representative | **Date** |

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Notes:

**This is a seasonal, part time at-will employment position.**

**Benefits:** There are no benefits associated with this position.

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