

**Town of Sandwich
Recreation Department
Job Description
Museum/ History Internship**

Definition:

Assists in the maintenance and daily operations of the recreational office, and two working museums. May be responsible for supervising employees. May be required to work nights, weekends and holidays. This is a paid internship with housing available.

Supervision:

Will receive general policy and guidance from the Recreation Director or Assistant Director.

Job Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may occasionally work in outside weather conditions or in an office setting. The employee is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals.

The noise level in the work environment is usually moderately loud when in the field.

Essential Functions:

- Becomes directly involved with participants during tours.
- Welcomes visitors and present history in a variety of hand-on learning opportunities.
- Assists in participant supervision during group tours.
- Assists with set up and break down of the museums.
- Assists in upkeep and maintenance of museum facilities and equipment.
- Assists in the planning and exhibition development
- Research and prepare oral histories.
- Assists in the training, supervision and evaluation of seasonal staff.
- Participates in all staff meetings and training events
- Participates in creating and administering content for the Museums website and social media.
- Assist with the development and distribution of program and departmental public relations and promotional material.
- Participates in goal setting and self-evaluation.

- Must be able to collaborate and cooperate with other town/school departments and personnel.
- Must be able to get and keep attention of 10 –20 participants
- Must be able to be heard over the voices of 20 participants
- Must be able to assist others in implementing programs
- Must be able to move freely around large campus over rough terrain
- Other duties as assigned

Recommended Minimum Qualifications:

- Highly motivated to learn and practice new skills.
- Interest in education, history, museums or public relations.
- Strong writing, research, organizational, interpersonal and computer skills.
- Working knowledge of social media marketing. Also must have a working knowledge of Publisher, Excel, Word and general computer skills.
- Strong desire to work with individuals of all ages and abilities and the general public in a recreational setting
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- POSITIVE ATTITUDE!!

Necessary Knowledge, Ability and Skills:

CPR/Fist Aid Certification

Maintain open lines of communication with others

Enforces rules in a professional manner

Handles volatile situations with professionalism

Physical Requirements:

Maintains own good physical condition, good vision and auditory skills,

Ability to move and maintain all equipment

Posting Date: 2/13/2020

Town of Sandwich RECREATION SUMMER JOB OPENINGS

Sandwich Recreation is currently accepting applications for the following positions:

Position	Approximate dates of position	Salary range
Recreation Summer Paid Internship (Housing may be provided)	May – Aug	\$11.00
Museum/History Summer Paid Internship (Housing may be provided)	May – Aug	\$11.00

The Town of Sandwich, Recreation Department is seeking highly motivated interns for the upcoming 2018 summer season. Please review the basic job description which may be viewed at the Recreation website listed at the end of this posting. Contact Guy Boucher, Recreation Director for any questions (gboucher@townofsandwich.net). Applications and job description can be viewed and downloaded at www.sandwichrec.com under forms. EOE/AA