HISTORIC STRANAHAN HOUSE MUSEUM

JOB DESCRIPTION

TITLE: Education & Volunteer Coordinator (part-time)

REPORTS TO: Executive Director

PRINCIPLE PURPOSE OF JOB: Focuses on the implementation of educational programs for children that align to the mission of the House, and helps to maintain the volunteer database

LEVEL OF AUTHORITY: Accountable for booking all field trips and some other private tours and ensuring volunteers are staffing these bookings.

WORK ENVIRONMENT: Work is performed onsite from 9:00am to 1:00pm each weekday at the Historic Stranahan House Museum offices with some nights and additional days for special events.

ESSENTIAL JOB FUNCTIONS:

* Ability to learn the detailed history of Fort Lauderdale, the Stranahan Family, and the museum and able to retell facts when asked and during programs
* Develop educational school tour program including the recruitment and training of volunteers and recording successes and lessons learned
* Maintain field trip calendar and communicate with all staff
* Inform office manager of all field trip and private tour contracts
* Continuing to maintain the property and set all materials for field trips and tours
* Create and maintain collaborations with other organizations and museums to create mission appropriate programs
* Help to create and distribute appropriate promotional pieces for educational programs and events and create supplemental educational materials and handouts
* Actively solicit schools, camps, daycares, and other appropriate venues to register for onsite educational programming
* Help to train and supervise all volunteers onsite working within the educational programming i.e. docents
* Continue a strong a relationship with current volunteers and recruit new ones, and help to create small “volunteer appreciation” objectives for the House staff to perform
* Keep accurate records of all programming and educational efforts made in and by the Stranahan House
* Keep updated list of contacts to ensure annual field trip returns
* Be available for media and other inquiries for the historical knowledge of the house
* Report on monthly museum attendance and volunteer hours

QUALIFICATIONS:

* Bachelor’s degree required within education, history, museum studies, library studies, or a similar subject matter
* A minimum of 2 years of professional experience
* Ability to learn detailed history
* An understanding or ability to understand the Broward County School curriculum standards
* Ability to supervise volunteers and work effectively in a group setting
* Strong abilities in organizational and administrative skills
* Strong ability to take initiative and work creatively
* Proficient in Microsoft Office specifically Word and Excel
* Strong command of proper writing and grammar skills
* Ability to learn and manage the Sling software to maintain scheduling
* Ability to handle a number of projects and prioritize work
* This is a physical job as most of the hours will be spent on your feet, walking up and down stairs constantly, and setting tables, chairs, etc. for each programming initiative (up to 30 lbs. of lifting)

This position comes with an hourly salary of between $20-$23 per hour and a small incentive structure. To be considered for this position, please send your resume and cover letter to Jennifer Belt at [director@stranahanhouse.org](mailto:director@stranahanhouse.org).