

Morris County Park Commission
Job Description

Title: Interpreter

Part Time: Annual Or Seasonal

Division: Cultural and Environmental Resources
Historic Sites Unit

Salary: \$15.92

Position Charter:

Within the Historic Sites Department of the Cultural & Environmental Resources Department, working under the supervision of the Senior Historical Program Specialist, this year-round position will interpret the history of Fosterfields through programming for general visitors of all ages, school groups and youth groups. This position will also work special events throughout the season, interpreting a variety of historically themed programs, including hands-on activities.

Essential Functions:

- Interpret the history of Fosterfields during the general visitor season.
- Conducts programming for general visitors, school groups and youth groups.
- Work special events throughout the season.

Other Functions:

- Provides customer service as required.
- Functions as the front-desk receptionist as needed.
- Assists full-time education staff as needed.
- Assists education staff with related work as required to further the historic site's education and interpretive goals.
- Handles emergency situations and patron accidents as instructed.
- Ensures adherence to established P.E.O.S.H.A. and Morris County Park Commission Safety and Standards and ensures the Park Commission policies and procedures regarding public safety are followed.

Qualifications:

- Demonstrated interest and/or experience working in a historic site/museum setting.
- High School degree preferred, and at least 18 years of age.
- Ability to work a flexible schedule, including evenings, weekends, and holidays.
- Ability to understand and follow written and verbal directions;
- Ability to communicate effectively with Park Commission staff and the public.
- Possession of a valid New Jersey Driver's License.
- Ability to perform the essential functions of the position, with or without reasonable accommodation.

Work Week:

This is a year-round 28-hour per week position. The incumbent will work the following schedule: 9am-4:30pm, Tuesday through Friday, November through March, Wednesday through Saturday, April through June, and Thursday through Sunday, July through October

Nothing in this job description restricts management's right to change the reporting to supervisor, assign or reassign duties and responsibilities to this job at any time.