

ASSISTANT HISTORIC PARKS SUPERVISOR - 083

DEFINITION OF WORK

Under immediate supervision, performs responsible professional work assisting with the planning, organization and supervision of activities and operations of Bethabara Park and Museum; does related work as required.

EXAMPLES OF WORK

Assists with the planning, scheduling and supervising of programs and activities associated with Historic Bethabara Park and Museum; leads and/or supervises activities at the Park; aides in training paid and volunteer recreation staff; assists supervisor in developing the Park and Museum programs and facilities while working in conjunction with Old Salem, Inc., schools, businesses and concerned public groups; monitors custodial and ground maintenance to ensure proper preservation of park facilities; at the direction of the supervisor, investigates and acts upon requests, suggestions and complaints concerning facility use and services; enforces park rules and regulations and assists in maintaining discipline; speaks to public and private groups concerning park facilities and activities; prepares reports and assists in keeping financial records.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in museum management or related field.

Knowledge, Skills and Abilities: Knowledge of the techniques and methods of supervising Museum and/or recreation activities; some knowledge of public and private resources available for use within and by a historical facility; ability to organize and present historical information and related articles for public view; ability to supervise park activities; ability to develop and maintain an effective working relationship with employees and the general public; ability to communicate both orally and in writing.