

## **HISTORIC PARK SUPERVISOR - 155**

### **DEFINITION OF WORK**

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

### **EXAMPLES OF WORK**

Plans, schedules and supervises programs and activities associated with Historical Bethabara Park and Museum; leads certain activities and supervises others in leading activities at the Park; trains paid and volunteer recreation staff; works closely with Old Salem, Inc., schools, businesses and other public groups in developing the Park and Museum programs and facilities; coordinates the custodial and grounds maintenance; investigates and acts upon requests, suggestions and complaints concerning services; assists in screening and selecting center staff; directs the enforcement of rules and regulations; maintains discipline; gives speeches to civic groups regarding recreation activities; prepares special and periodic reports; keeps financial records.

### **EMPLOYMENT STANDARDS**

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

**Knowledge, Skills and Abilities:** Thorough knowledge of the techniques and methods of supervising Museum activities; knowledge of community organizations and resources; ability to organize and present historical information and articles for public view; ability to supervise the activities of staff; ability to plan and direct an interesting program and to win the support and enthusiasm of the public; ability to develop and maintain effective public relationships; ability to speak before public gatherings; ability to keep records and prepare reports.

