

POSITION TITLE: Program and Museum Educator
REPORTS TO: Assistant Director of Program and Partnerships
FSLA STATUS: Non-Exempt, Full-time

POSITION SUMMARY:

This position is accountable for providing quality opportunities to girls and adults who visit the Girl Scout First Headquarters Museum and the Girl Experience Center. This position also assists with overall museum & facility operations including, but not limited to historical collections management, reservation system assistance, social media management, and retail operations.

MAJOR ACCOUNTABILITIES:

- Deliver current programs to girls and adults at the Girl Experience Center.
- Lead tours at Girl Scout First Headquarters Museum.
- Collaborate with staff, vendors, and the public to coordinate and integrate program and tour schedules.
- Assist with cataloging and care of historic collections of the Girl Scouts of Historic Georgia (GSHG).
- Assist, as requested, with special council initiatives, including special events and long-range strategic goals.
- Assist with preservation projects of GSHG properties.
- Assist, as requested, with traditional Girl Scout Leadership Experience (GSLE) programming & opportunities for GSHG members.
- Assist with management of various social media platforms for GSHG properties and events.
- Assist with management of program registration systems.
- Identify and utilize diverse delivery methods to achieve program delivery outcomes.
- Develop a working knowledge of the retail shop operations and assist there when needed.
- Collaborate with staff to evaluate the effectiveness of the program by getting girl input, i.e., using surveys/questionnaires, tracking attendance, etc.
- Model and promote collaboration with all departments to ensure quality customer service to internal and external stakeholders.
- Ensure diversity and pluralism are embraced and incorporated in the work of the council; contribute to the EEO goals of the council.
- Perform other duties as assigned.

REQUIREMENTS:

- Bachelor's degree in the field of study: History, Public History, Museum Studies, Education, or related field.
- Excellent writing, speaking, organizational, interpersonal, and cultural literacy skills.
- Ability to model behavior consistent with the principles of inclusiveness and Girl Scout Mission, Promise, Law, and Values.
- Familiarity with or willingness to learn the elements of the Girl Scout Leadership Experience, National and Council Programming, and Girl Scout history.
- Demonstrated ability to plan, organize, and implement program activities.
- Proven ability to be flexible.
- Exhibits a positive and cooperative attitude.
- Ability to work and communicate with girls ages 5-17, adults, and families from a wide variety of diverse backgrounds.
- Ability to work weekends and overnight schedules.
- Daily access to reliable transportation.
- Occasional travel required.
- Membership in the Girl Scout Movement.

PHYSICAL REQUIREMENTS:

- Walking, standing, bending, stooping, reaching and moderate lifting (up to 30 pounds).
- Ability to stand and deliver tours and programs for two hours at a time, up to three times per day.
- Occasional exposure to seasonal weather conditions.

Employee Role in Fund Development and Membership

You are required to have an active role in the council's fund development and membership efforts, as set forth by the CEO.

In addition, as an employee, you are a representative of GSHG, and people form their impressions of the council, in part, based on their interaction with you. Every personal contact is with a current or potential donor to or member of the council and, thus, these impressions can influence their actions.

Employees also can play a more active role in fund development and membership by being alert to opportunities to identify potential new donors and volunteers.

Employee Printed Name

Employee Signature

Date