



EMPLOYMENT OPPORTUNITY

Recreation and Parks Division
5600 85th Avenue North Brooklyn Park, MN 55443
Phone: 763-424-8333
www.brooklynpark.org

HISTORICAL SITE COORDINATOR (Seasonal)

PRIMARY OBJECTIVE OF POSITION:

To develop, implement, and coordinate living history education programs for the City of Brooklyn Park's Eidem Homestead historical site in accordance with the Recreation and Parks department's mission to provide services that create sense of place and sense of community to a variety of audiences. Additional background information can be found at <http://www.brooklynpark.org/sitepages/pid70.php>

HIRING SALARY RANGE: \$15.49 – \$17.40 per hour, DOQ

This is a seasonal part-time position from April – December each year, approximately 750 hours

ESSENTIAL DUTIES:

- Host and educate visitors: A welcome attitude and willingness to narrate the history of the Eidem Homestead Farm in the early 1900s
- Select, train, supervise and evaluate seasonal tour guide staff and volunteers
- Plan, develop and implement history related educational tours, programs and activities for all age groups
- Assist staff and volunteers in day to day operations, maintenance, grounds work, cleaning and other projects.
- Supervise the basic care of farm animals (goats, sheep, cows, chickens, turkeys, etc.)
- Care for inventory of historical artifacts and collections
- Coordinate school tour group program and perform necessary communication with each group
- Collaborate with Brooklyn Historical Society on various programs
- Work with city Recreation staff on marketing strategies and publicity
- Work with the city Recreation staff to create and utilize a visitor tracking system data base
- Work with city Recreation staff developing facility use plan for the community and promote Eidem Homestead as a unique amenity for public use
- Incorporate the Eidem Family history and research into interpretive living history programs and events

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited university or college in public history, American history or Museum Studies with an American history component, outdoor education, recreation and parks, education; or any equivalent combination of education, training and experience that provides the necessary knowledge, skills and abilities to successfully perform the essential duties of the position
- Successful experience providing historical site management
- Demonstrated proficiency in the use of various software applications and programs, preferably Microsoft Office Suite
- Valid MN Driver's License

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of American history; including 1890 – 1940's agricultural influences in Midwest
- Knowledge in the fields of education, history, anthropology, and conservation; is familiar with archives and artifacts; marketing skills; and interest in local history
- Knowledge of methods and resources for developing and implementing public programming
- Knowledge of budget management
- Knowledge of research methods and sources
- Skill in teaching
- Ability to effectively communicate both orally and in writing
- Ability to establish and maintain effective working relationships with the public, Historical Society members, City staff, volunteers, and other professionals
- Ability to effectively plan, supervise, monitor and evaluate the work of others
- Ability to organize, coordinate and manage people and resources
- Ability to prioritize and problem solve
- Ability to work as part of a team
- Ability to work the required flexible hours of the position
- Ability to lift 75 pounds with the assistance of another person; with frequent lifting and/or carrying of objects weighing up to a maximum of 40 pounds

APPLICATION PROCESS: The required application forms and a copy of this posting are available at the Recreation and Parks department at the Brooklyn Park Community Activity Center, 5600 85th Avenue North, Brooklyn Park, or on our website at www.brooklynpark.org. Applications should be turned in at the Community Activity Center.

CLOSING DATE: 5:00 p.m., Monday, March 15, 2010, or until filled

STARTING DATE: April 12, 2010 (negotiable)

If you need assistance completing an application or need auxiliary aids please notify the Human Resources Division at 763-493-8012 (763-493-8392 TDD).

The City of Brooklyn Park does not discriminate on the basis of race, color, national origin, sex, religion, age, sexual orientation, or disability in our employment or the provision of services.