

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED JUNE 2005
MUSEUM SERIES
RANGE: 39.0
CLASSIFIED
CODE: NONE**

**EDUCATION AND VOLUNTEER SERVICES ASSISTANT
(Kern County Museum)**

DEFINITION

Under the direction of the Education and Volunteer Services Manager performs a variety of duties including schedule school/group tours and events at Lori Brock facility;

dispersal of education information to museum staff;

assists Education and Volunteer Services Manager and to perform a variety of assigned tasks in support of the museum.

EXAMPLES OF DUTIES

Greets and directs the public, answering any general questions regarding exhibits, events and other activities at the museum;

utilizes computer databases and standard file keeping methods;

assists in the planning and scheduling of museum events;

supervises cleaning, maintenance of exhibits;

operates microcomputer to accomplish data input and output;

assists in the coordination of children's day camps, and other special educational events;

schedules school/group tours and assists with curriculum development;

ensures Lori Brock Children's Discovery is stocked with supplies for educational events;

coordinates and schedules facility use of the Lori Brock Children's Discovery Center;

maintains museum education activities on a general facility use calendar;

assists in the organization and operation of museum education and volunteer events;

generates event reports;

meets and greets school/group tours;

process billings and refunds;

complete deposits and paperwork compiled from school/group tours;

schedule and confirm volunteer docent assignments for school tours and special events;

delegate work projects to weekend staff;

perform other job-related duties as required.

QUALIFICATIONS

Knowledge of:

Children's programming;

Kern County history and familiarity with historical artifacts;

word-processing;

proficiency in Microsoft Office (including Word, Excel, Publisher) required.

Ability to:

Keep accurate records and make reports;

provide directions to staff and volunteers;

communicate orally and in writing;

operate basic office equipment and microcomputer;

operate personal two-way radios and public address system;

operate Vallitix ticketing software;

balance a cash drawer;

work effectively with staff, members of the public and volunteers;

compile and organize information for activities and events;

type at a net speed of 50 words per minute;

deliver and or pick up materials or supplies for events.

Experience:

Minimum three years of detailed clerical responsibility with an emphasis on dealing with large databases;

minimum three years experience in working with children in an instructional capacity;

minimum three years experience in working with volunteers in an educational setting;

two years experience involving event organization and planning.

Education:

Education equivalent to the completion of the twelfth grade supplemented by coursework or training in office procedures;

a minimum of nine (9) Child Development units required;

any combination of training and experience providing ability to perform the above duties.

Condition of employment:

Must maintain proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

6/16/05

F:\Museum\EdVolSvsAsst.doc

Previously Education Services Assistant