

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED SEPTEMBER 2002
RANGE: 44.0 (7.00)
MUSEUM SERIES
CLASSIFIED MANAGEMENT
CODE: 2,3

EDUCATION AND VOLUNTEER SERVICES MANAGER
(Kern County Museum)

DEFINITION

Under the supervision of the Curator of Collections, performs a variety of tasks related to the provision of educational programs by the museum and the utilization of volunteers;

serves as a member of the museum's management team;

supervises staff as necessary.

EXAMPLES OF DUTIES

Manage the museum's school tour and K-12 educational programs including working with K-12 school districts in developing curriculum, exhibits, and support materials;

manage the day-to-day operation of the Lori Brock Children's Discovery Center (LBCDC);

coordinate events at the LBCDC with other staff;

disseminate and track public relations information related to the Discovery Center and educational programs;

maintain the security of the LBCDC and its exhibits/collections;

manage all aspects of the volunteer program, including recruitment, job descriptions, recognition, evaluation, scheduling, training and hours reporting;

maintain an accurate database of volunteers from all sources at the museum;

maintain proper files to support work effort;

develop annual volunteer plan, which meet projected volunteer needs for established programs and new initiatives;

train staff and volunteers on the fundamentals of working with, and supervising groups of volunteers;

provide information for web page and other public outreach media about education program and volunteering;

greet and direct the public, answering questions regarding education programs, exhibits, events, and other activities at the museum;

coordinate exhibit preparation and installation at LBCDC with other staff;

supervise the cleaning, maintenance, and arranging of exhibits at LBCDC;

coordinate children's workshops and other special educational events as assigned;

ensure that school tours/educational programs are coordinated, including needed volunteers and supplies;

assist in organization and operation of museum events;

coordinate volunteer needs for special events;

perform other job-related duties as required.

QUALIFICATIONS

Knowledge of:

Children's educational programming/curriculum;

Kern County history and familiarity with historical artifacts;

Word-processing, proficiency in Microsoft Office (Including Word, Excel, Publisher, Access, and Powerpoint) required.

Ability to:

Keep accurate records and make reports;

initiate and manage projects with strong organizational and administrative skills;

work independently and effectively as part of a team and with all levels of staff, boards and committees, membership, and volunteers;

communicate using excellent oral and written skills;

operate personal two-way radios and public address system;

compile and organize information and activities;

supervise and evaluate performance of staff and volunteers;

learn about, commit to, and educate others on the museum's mission.

Experience:

Public speaking experience is required;

five years of office management and children's programming experience combined;

two years of supervisory experience.

Education:

Bachelor of Arts degree in Liberal Studies, Child Development, or History preferred;

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

Some positions may require 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

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