

Interpretive Specialist I & II  
Genesee county Parks & Recreation Commission

GENERAL STATEMENT OF DUTIES:

Interprets buildings, artifacts, customs, and life in general as it relates to living in Michigan during the mid to late 1800's. Performs and demonstrates period folk customs, skills and crafts. Supervises assigned Village Program/Operation Specialists I & II and volunteers. Performs specialized work or skill required in the operation of Crossroads Village & Huckleberry Railroad. Performs other duties as required.

STATEMENT OF TASKS:

Demonstrates skills and crafts from the mid to late 1800's time period.  
Interprets period skills, crafts, and methodology, as well as history of buildings, artifacts, and customs for visitors -this may include dramatization.  
May perform skilled work in the operation of the Huckleberry Railroad trains, including coupling cars, check running gear, braking system, and related components, including safety equipment.  
Instructs school children and other groups in the period skills and crafts.  
Operates equipment and machinery as necessary to carry out assigned duties.  
Supervises assigned Village Program/ Operation Specialists and volunteers.  
Participates in promoting, constructing, and interpreting exhibits, demonstrations, and programs related to historical Crossroads Village.  
Disseminating information concerning the train, park area and other commission activities.  
Research, acquisition, cataloging, restoration, and maintenance in connection with artifacts, historical buildings, or programs.  
Performs routine maintenance, custodial duties, and household chores as assigned.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Skill to perform, demonstrate, teach, and interpret skills and crafts associated with the mid to late 1800's.  
Ability to effectively communicate orally to individuals and groups.  
Ability to interpret buildings and artifacts in the first person or as required.  
Ability to effectively supervise and coordinate activities of other employees and volunteers.  
Ability to accurately fill out forms and keep records.

Interpretive Specialist I & II  
Page 2

MINIMUM REQUIREMENTS:

Two **(2)** years' experience in the skill, craft, or trade authentic to this historic period **OR** two **(2)** years' experience working at Crossroads Village & Huckleberry Railroad.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license.

Will be required to work weekends, holidays, and irregular hours as scheduled.

Will be required to wear a prescribed uniform or costume to comply with the Village dress code.

Must be courteous in dealing with the general public and fellow staff members.

INTERPRETIVE SPECIALIST II ADDITIONAL DUTIES & TASKS:

Performs specialized work in retail/revenue operations, including retail merchandising, cash control policies & procedures, inventory, and entrance gate admission procedures. Maintains records and reports as required.

MINIMUM QUALIFICATIONS:

Three **(3)** years' experience working at Crossroads Village OR four (4) years working in retail.