

Village Program/Operations Specialist
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.

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.
Instructs school children and other groups in the period skills and crafts.
Operates equipment and machinery as necessary to carry out assigned duties.
Participates in promoting, constructing, and interpreting exhibits, demonstrations, and programs related to historical Crossroads Village.
Disseminates information concerning the train, park area and other commission activities.
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 accurately fill out forms and keep records.

MINIMUM REQUIREMENTS:

Ability to work individually and in a group.

SPECIAL REQUIREMENTS:

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.