

JOB TITLE: #1754 School & Youth Programs Facilitator

OPEN TO: This job is open to all applicants.

LOCATION: Mill City Museum, 704 South 2nd St., Mpls, MN 55401

SALARY: \$17.82 hourly minimum

STATUS & HOURS: Part-time, regular (approximately 1,040 annual hours) position.

BENEFITS: Eligible to participate in the State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals.

DEPARTMENT: Metro Sites & Operations

CLASSIFICATION: 61L Service

SUPERVISORY: No

HIRING MANAGER: Visitor Services Manager II

POSTING DATE: February 17 2023

DEADLINE DATE: March 6, 2023

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position exists to greet and orient school and youth groups, coordinate pre-field trip logistics, and capture field trip attendance. This position also participates in new youth program development and program feedback. This position is part of the larger Mill City Museum Visitor Services team and may occasionally fulfill other duties related to customer service, admission, and retail sales.

SUMMARY OF WORK: 1) Greet and orient school and youth visitors; 2) Coordinate pre-field trip logistics; 3) Coordinate volunteer schedules and assignments and provide work direction; 4) Ensure student safety; 5) Capture attendance numbers; and 6) Assist in the development and evaluation of youth programs.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- One year experience working with youth.
- Demonstrated organizational and personal computer skills.
- Flexibility to adapt to changing schedules, priorities, and unpredictable events.
- Strong oral and written communication skills.
- Strong interpersonal and customer service skills.
- Ability to manage multiple tasks and projects.

- Demonstrated ability to communicate with a diverse public in a positive and friendly manner, in person, in email, and over the phone.
- Demonstrated ability to think imaginatively and independently problem solve and respond to visitor concerns with patience, empathy, and grace.
- Demonstrated comfort with public speaking in order to effectively communicate with individuals and groups.
- Demonstrated ability to work with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Ability to stand for extended periods of time.
- Ability to bend, crouch, kneel, reach, push, and pull.
- Required to lift and carry files and objects weighing up to 20 pounds.
- Ability to work in areas where exposure to traffic noise and exhaust is possible.

DESIRED QUALIFICATIONS:

- Two or more years supervising youth.
- Background in education or program development and evaluation.
- Experience working with scheduling software.
- Experience working with children with disabilities.
- Experience working with volunteers.
- Ability to speak a second language.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.