

POSITION DESCRIPTION

JOB TITLE: Educator (Part-time, temporary)



Susquehanna National Heritage Area

POSITION SUMMARY: The Educator will support the planning, promotion, and delivery of public programs, field trips, tours, and special events across the Susquehanna National Heritage Area. This position shares the stories of the region through meaningful, place-based experiences. The Educator will assist with Captain John Smith Chesapeake National Historic Trail (CAJO) field trips in May, Riverfest activities in June, and community engagement events throughout the summer. Flexible hours on some weekends and evenings are required. Variable weekly hours depending on program needs.

RESPONSIBILITIES:

- Studies and understand historical resource materials and information relating to Susquehanna Heritage, its programs, facilities, and the Susquehanna National Heritage Area.
- Lead interpretive programs, guided walks, hands-on activities, and educational presentations.
- Share information about the Susquehanna River's natural and cultural heritage in an accurate, engaging, and inclusive way.
- Actively encourage visitors to take advantage of SNHA program offerings.
- Utilize SNHA's registration system to welcome and check-in program participants.
- Collect program fees and handle cash and credit payments as needed.
- Reflect values of inclusion, diversity, equity, and accessibility (IDEA) in the presentation of programs.
- Support SNHA fundraising and outreach initiatives through networking and community events.

Other Responsibilities

- Track and report program participation, including photographing activities and reviewing participant experiences to support evaluation.
- Assist the visitor services desk of SNHA centers as needed.
- Support event logistics including setup, supplies, A/V needs, and day-of support.
- Be a model of excellent customer service with the public, partners, and Board members.
- Set-up and clean-up of events, including moving furniture and equipment.
- Utilize a point-of-sale system for merchandise sales, as needed.
- Monitor visitor activities and follow policies for enforcing rules and regulations.
- Other responsibilities as assigned to meet the needs of the organization.

QUALIFICATIONS

- Prior experience in education and historic interpretation is desired.
- Enthusiasm for local history, outdoor recreation (hiking and kayaking), or cultural heritage.
- Proficiency with Microsoft Office is helpful.
- Ability to interact with diverse groups of people.
- Valid Pennsylvania driver's license required.
- Successful candidates must pass required Pennsylvania child-protection clearances, including: PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Fingerprint Background Check. Completion of these clearances is required prior to the start of employment.

ORGANIZATIONAL EXPECTATIONS

This organization has high standards for personal behavior. We must continue to earn the trust and respect given to us by our supporters and expected from us by those we serve. We are ethical. We always strive to do the right thing. We are respectful. We apply the Golden Rule in all our external and internal relationships. We are reliable. We can be counted on to do what we have promised. We try to exceed expectations.

DIVERSITY AND EQUAL OPPORTUNITY

SNHA is committed to creating a diverse environment and is proud to be an equal-opportunity employer. We respect, encourage, and seek to enhance diversity among our staff, Board of Directors, partners, and volunteers and view such diversity as a strength. SNHA does not discriminate on the basis of age, gender, sexual orientation, religion, national origin, marital or familial status, political beliefs, disability, race or color.