

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Educational Programs Attendant	BAND/LEVEL:	NE/00
DEPARTMENT:	Recreation Services	JOB NO:	9065
DIVISION:	Golf Courses/Farmstead	DATE:	3/4/2015
REPORTS TO:	Educational Programs Supervisor	FLSA STATUS:	NE
FULL-TIME:	PART-TIME:	TEMPORARY:	COST CENTER:
		XX	531

REPLACES: _____ **DATE:** _____

JOB SUMMARY STATEMENT:

Conducts and administers activities in the Barber Shop, Blacksmith Shop, Photo Parlor, Indian Encampment, School House, Dairy Barn, General Store, Educational Pavilion and/or Bank and teaches historical subject matter.

DUTIES AND RESPONSIBILITIES:

1. Works in any one or all educational areas of the Farmstead.
2. Delivers historical subject matter and interpretive education at the Barber Shop, Blacksmith Shop, Photo Parlor, Indian Encampment, School House, Bank, General Store, Educational Pavilion and/or Dairy Barn.
3. Conducts History and Farm Tours as assigned.
4. Performs or assists with daily cow milking presentations for the public, if assigned to the Dairy Barn.
5. Performs role-playing, which will include a provided period costume.
6. Conducts and administers all activities within educational site.
7. Conducts and administers scheduled activities that will be open to public.
8. Cleans all areas associated with the building. Includes sweeping, raking, dusting, and misting floors. Picks up debris and disposes of properly.
9. Cleans and maintains all artifacts and display areas. Includes dusting, storing, washing, and monitoring.
10. Provides general information to the public by answering questions, providing directions and enforcing rules.
11. Performs other duties as assigned.
12. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
13. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Basic high school education or equivalent with an emphasis in teaching, childcare or youth camps.

EXPERIENCE:

This is an entry level position, no previous experience is required
Teaching background is preferred. Experience with animals also beneficial.

SKILLS:

1. Good oral and written communication skills
2. Teaching skills
3. Group presentation skills

MENTAL REQUIREMENTS:

1. Ability to read and comprehend City policies and procedures
2. Good memory skills
3. Ability to handle multiple tasks
4. Ability to handle large crowds and work under distracting conditions
5. Ability to be attentive for extended periods of time
6. Ability to work independently
7. Ability to provide guidance to children
8. Ability to receive training and maintain knowledge of the Educational Programs at the Farmstead

PHYSICAL REQUIREMENTS:

1. Ability to sit or stand for extended periods of time
2. Ability to assist general public
3. Exposure to noisy conditions
4. Ability to work in extreme environmental conditions
5. Ability to make or receive phone calls

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.