

(231) 536-3369 | 04737 Fuller Road, East Jordan, MI 49727 | www.miravenhill.org | info@miravenhill.org

Two Job Applications: Program & Administrative Assistant AND Summer Staff

Program and Administrative Assistant *Job Description*

One position open starting April 17, 2017 ~ Full time for summers, possibly leading to full or part time during the winter (negotiable) ~ Salary range: \$11 to \$14/hour, depending on experience and workload. Education degree or teaching experience preferred. ~ Hours: 9am to 4 pm weekdays, normally, with occasional nights and weekend hours, not to exceed 40 hours per week.

Program responsibilities:

- **Teaching responsibilities-- classes and field trips for children and adults—science, history and art**
 - **FIRST AND FOREMOST—SAFETY & SATISFACTION OF VISITORS IN MUSEUM, CAMPS & CLASSES**
 - General
 - Child supervision before, during and after class/field trip activity
 - Lunch supervision of children
 - Summer Classes
 - Assist with hands-on activities in science, history & art, **ultimately leading to teaching those activities**
 - If not teaching a class, assist in classes when needed
 - Class preparation, cleanup, and restocking of used supplies
 - Field Trips
 - Help with field trip groups as needed
 - Activities and Lesson Plans
 - Assist with development of new activities and lesson plans as needed
 - Develop lesson plans for activities to become part of museum files and portfolios
 - Maintain portfolio of hands-on activities
- **Museum supervision**
 - Visitors—**FIRST AND FOREMOST—SAFETY & SATISFACTION OF VISITORS**
 - Interaction with visitors--helping them, supplying information, introducing them to other exhibits
 - Cultivate positive relationships with individuals and groups in museum
 - Animals

- Learning about animals (snakes, lizards, turtles, etc)—care and feeding
- Becoming familiar with and comfortable handling animals
- Presenting animal “shows” for visitors
- Opening and Closing
 - Opening responsibilities—cleaning bathrooms & animal cages, feeding animals
 - Cleaning and pick up of museum rooms at end of day and during “down” times when no visitors or students are at the Center.
 - Closing responsibilities—pick up museum, cleaning bathrooms, etc.
- **Exhibits –develop and/or assist CEO as needed**
 - Research
 - Development
 - Creation
 - Maintenance
 - Upgrading
- **Museum and classroom maintenance**
 - Cleaning--dust, sweep, bathrooms, etc.
 - Straighten and organize supply room
 - Supplies maintained--replaced in activity boxes and boxes back to storage room
 - Dishes and cleanup of kitchen/classroom area
 - Pick up and straightening of toys and exhibits in museum
 - Lawn and garden maintenance during down time (when no visitors or students)
 - Inventory responsibilities

Administrative responsibilities, assist CEO as needed:

- **Supervisory responsibilities, assume when CEO presenting off site and/or attending meetings**
 - Assist with administrative tasks
 - Analyze & resolve problems that may arise
 - Oversee summer staff and volunteers – kind and quality of work
- **Fund Development, assist as requested by CEO**
 - Help with special events
 - Facilitate increased memberships and donations
 - Support grant writing—editing, budgets, research
- **Public Relations & Marketing**
 - Social media marketing and website management, as needed
 - Creating flyers and other marketing pieces
 - Manage Past Perfect membership database
 - Correspondence—thank you letters, membership letters, etc.

Skills and Talents

Staff should possess the following attributes for success at Raven Hill Discovery Center:

1. Effective oral and written communication skills
2. Good telephone skills
3. Able to work with and get along with other people--visitors and staff
4. Able and willing to interact with visitors pleasantly
5. Ability to assess visitor, staff and museum needs and to meet those needs whenever possible
6. Classroom management and organizational skills
7. Patient, diplomatic, creative, and compassionate with students in classes & visitors in general
8. Ability to solve problems and think critically
9. Self-disciplined
10. Self-starter and able to work without supervision, always looking to what needs to be done
11. Good sense of humor
12. Computer and social media skills necessary

If interested, please send the following as your “application”:

- Cover Letter of interest
- Write a page or two listing your strengths and weaknesses in each of the key job aspects of Raven Hill Discovery Center that are listed above.
- Write a paragraph about your special skills and talents that would benefit Raven Hill Discovery Center
- Resume', including previous employers and schooling beyond high school. Be sure to include opportunities that you have had to work with children and adults in various situations—teaching, scouts, babysitting, docents, etc.
- Three letters of references

For more information or to submit an application for employment, please contact:

Cheri Leach, CEO
Raven Hill Discovery Center
4737 Fuller Road
East Jordan, Michigan 49727

Phone: 231.536.3369
Email: info@miravenhill.org

Summer Staff

Job Description

One position open starting April 17, 2017 ~ Salary negotiable and commensurate with experience: \$9 to \$10 per hour ~ Hours: 9am to 4 pm weekdays, normally, with occasional nights and weekend hours, not to exceed 40 hours per week.

Applicants must possess the skills and background needed to manage key aspects of Raven Hill Discovery Center. Staff should be willing to help as needed in any area listed below, but will be placed in positions of interest, ie. exhibits, education, grounds, business/administrative, etc. as much as possible. Aspects include, but are not limited to following responsibilities:

Summer Staff responsibilities:

- **Summer classes and field trips for children and adults—science, history and art**
 - **FIRST AND FOREMOST—SAFETY & SATISFACTION OF VISITORS IN MUSEUM, CAMPS & CLASSES**
 - General
 - Child supervision before, during and after class/field trip activity
 - Lunch supervision of children
 - Summer Classes
 - Assist with hands-on activities in science, history & art, **leading to teaching those activities**
 - If not teaching a class, assist in classes when needed
 - Class preparation, cleanup, and restocking of used supplies
 - Field Trips
 - Help with field trip groups as needed
 - Activities and Lesson Plans
 - Assist with development of new activities and lesson plans as needed
 - Develop lesson plans for activities to become part of museum files and portfolios
 - Maintain portfolio of hands-on activities
- **Museum supervision**
 - Visitors-- **FIRST AND FOREMOST—SAFETY & SATISFACTION OF VISITORS IN MUSEUM**
 - Interaction with visitors--helping them, supplying information, introducing them to other exhibits
 - Cultivate positive relationships with individuals and groups in museum
 - Animals
 - Learning about animals (snakes, lizards, turtles, etc)—care and feeding
 - Becoming familiar with and comfortable handling animals
 - Presenting animal “shows” for visitors
 - Opening and Closing
 - Opening responsibilities—cleaning bathrooms & animal cages, feeding animals
 - Cleaning and pick up of museum rooms at end of day and during “down” times when no visitors or students are at the Center.
 - Closing responsibilities—pick up museum, cleaning bathrooms, etc.
- **Exhibits—Assist staff as needed**
 - Research
 - Development

- Creation
- Maintenance
- Upgrading
- **Museum and classroom maintenance**
 - Cleaning--dust, sweep, bathrooms, etc.
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6. Self-disciplined
7. Self-starter and able to work without supervision, always looking to what needs to be done
8. Good sense of humor
9. Patient, diplomatic, creative, and compassionate
10. Computer and social media skills desirable

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