

JOB DESCRIPTION

Title: Seasonal Education Assistant (6-15 hours per week) **Date:** 3/2025
Division: Preservation
Department: Historic Sites
Office: Oatlands Historic Site
Supervisor: Senior Manager of Programs
Grade: Seasonal Part-Time **OT Status:** Non-Exempt **Budget Status:** Core **Supervisory:** No

JOB SUMMARY

The primary responsibilities of this position are conducting school programs for K-12 students and leading guided visits of the historic mansion for the 2025 Season.

The school groups will include students from public schools, private schools, home school groups, and Scouts. Group sizes will range from approximately 10 to 150 students. The primary focus will be content that meets the social sciences (mainly history) Standards of Learning but also includes science SOLs related to the environment, agriculture, horticulture, and climate. Education programs may be done on-site at Oatlands and include the one-room schoolhouse or in-school to multiple classes. The position will work closely with and may be directly supervised by the full-time Education Associate.

Tours will interpret the full history of the site, engaging visitors through dialogic interpretation with expertise and professionalism. The tours should be dynamic, memorable experiences that connect the public with the diverse narratives of the site – its people, buildings, gardens, grounds, and larger acreage. Visitors can and will include those who are area residents and familiar with the site as well as those who have never visited. Audiences can and will encompass both adults, youth, family units, and group tours. Shared values and a high degree of cultural competency are a must for this position.

This position is part-time, up to 15 hours a week from April through December. One Sunday per month is required, with weekday schedule reflecting the program and tour needs of each month.

DUTIES

Visitor Experience

- Assist with interpreting the full history of the site, engaging students and visitors with facts, expertise, and professionalism.
- Respectfully and ethically assist in communicating the significance of slavery and its legacy at Oatlands.
- Encourage students to engage in active observation, discussion, and synthesis.
- Respond to groups' particular needs by adjusting content and interpretive techniques as appropriate.
- Monitor visitor safety, responding calmly and professionally to emergencies and promptly notifying the Manager of Operations of incidents or unsafe conditions.
- Provide support to other staff as a resource.
- Participate in interpretive skill-building opportunities.
- Respond with positivity, flexibility, and resiliency when introduced to new research and interpretation strategies.
- Assist with a variety of interpretive and programmatic projects as assigned.
- Additional duties as assigned, including assisting in the Visitor Center as needed.

QUALIFICATIONS

- Effective presentation skills. Strong verbal communication and customer service skills. Strong organizational and time management skills. Excellent attention to detail.

- Cultural competency is necessary, including the ability to share/interpret diverse and difficult histories.
- Experience working with children and/or older youth in an educational setting.
- Basic analytical and problem-solving skills, including issue identification and prioritization.
- Ability to adapt and be flexible in a dynamic work environment. Able to handle frequently changing and/or unscheduled tasks with accuracy.
- Regular and reliable attendance required.
- At least 1+ years relevant professional experience in an interpretive or educational setting.
- Educational background in History, Africana Studies, Public History, Indigenous & Native American Studies, or related fields a plus.
- Experience interpreting or teaching African American history or the history of slavery preferred.
- Minimum physical requirements include but are not limited to: Ability to stand for periods up to 3 hours; ability to talk for periods up to 4 hours; walk over uneven terrain; climb stairs; provide multiple lesson plans per day; lift and carry loads of up to 20 pounds on a frequent basis, and to work outdoors in varying weather conditions.

Employee Name

Employee Signature Date