SHEBOYGAN COUNTY
MUSEUM

JOB TITLE: Education Program Assistant **DATE:** October 2025
CLASSIFICATION: Non-Exempt, PT **ANNUAL HOURS:** up to 455

BASIC FUNCTION: Under the direction of the Executive Director, the Education Program Assistant provides museum programs for students of all ages. The position is a part of a highly collaborative museum Education Team of other staff members and volunteers.

REPORTING RELATIONSHIPS:

Reports To: Executive Director
Supervises: None

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL DUTIES/RESPONSIBILITIES:

Program Facilitation **75%**

- Facilitate and conduct education programs within the museum and off-site.
- Assist with development, preparation, set up, and take down of program materials.
- Assist with development and communication of program activities with volunteers.
- Deliver content and uphold education standards.

General Site Operations **20%**

- Participate in volunteer orientation and volunteer meetings.
- Open and close museum including historic buildings.
- Assist with welcome desk duties.
- Participates in meetings.
- Assist with Holiday Memories and activities for youth audiences.

Other duties as assigned **5%**

JOB REQUIREMENTS:

Must be at least 18 years old.

<u>Education, Licenses/Certifications and Work Experience</u>

Education: High School diploma or GED.
Work Experience: Professional experience working with the public and volunteers. Previous experience with special needs students is preferred. Bilingual ability is a plus in serving a diverse community.
Background Check: Must pass a pre-employment background check.
Vehicle/ Driver License: Must posses and maintain a valid driver license throughout the course of employment.

<u>Skills, Knowledge, Abilities</u>

- Ability to work with elementary, middle, and high school students.
- Ability to maintain good working relationships with staff, volunteers, and teachers.
- Ability to learn a variety of material quickly.

- Ability to manage time effectively.
- Knowledge of local and Wisconsin history.
- Skills in Google and Microsoft systems.
- Ability to communicate effectively and courteously with constituents and stakeholders.
- Ability to coordinate activities with multiple interruptions.
- Ability to maintain attention to detail and accuracy.
- Ability to work independently and as part of a team.
- Ability to make informed decisions and solve problems.
- Ability to take direction effectively.
- Ability to communicate in written and oral formats.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, talk, and hear. The employee is frequently required to perform tasks while bending, squatting, knelling, and reaching from level ground overhead. The employee is frequently required to push and pull up to 30 pounds, hold and grip objects, and have the ability to operate a keyboard and mouse. The employee must be able to occasionally lift/carry up to 30 lbs. unassisted. The employee will frequently stand for long periods of time.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work will generally be performed indoors, occasionally outdoors where the employee will be exposed to changing weather conditions (rain, sun, wind, snow, etc.). The job requires the individual to follow standard safety procedures, be alert, and take necessary precautions to avoid possible injuries or health problems that may result from:

- walking on irregular ground;
- exposure outdoors to cold and heat.
- subject to noise; causes worker to shout in order to be heard.
- hot liquids.

The statements stated in this job description reflect the general duties as necessary to describe the basic function, essential job duties/responsibilities, job requirements, physical requirements and working conditions typically required, and should not be considered an all-inclusive listing of the job. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload.

Nothing in this job description restricts the Executive Director's right to assign or reassign duties and responsibilities to this job at any time.

I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act. I understand this document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.

Signed: _____ Date: _____