

## **IDEAL SUMMER POSITION AT THE SACAJAWEA CENTER FOR SCHOOLTEACHERS!**

**POSITION TITLE:** *Interpretive Specialist* (1 position available)

**TIME COMMITMENT:** 20-30 hours per week; approximately June 1, 2016 – August 31, 2016

**SPONSORING ORGANIZATION:** Sacajawea Interpretive, Cultural & Educational Center and the City of Salmon, Idaho

**SPONSORING ORGANIZATION'S MISSION:** to foster the knowledge and appreciation of the Agai'dika Shoshone-Bannock Tribes, the Lewis & Clark Expedition, Western frontier life, and the natural environment.

The SICEC interprets the rich cultural and natural history of the Salmon and Lemhi River Country, deepening people's connection to the unique place this area holds in our nation's history, which was shaped in part by the Lewis and Clark Expedition and Sacajawea, as well as her people, the Agai'dika Shoshone-Bannock Tribes.

**POSITION SUMMARY:** The interpretive specialist assists in creating positive, memorable experiences for visitors and community members at the Sacajawea Center, while supporting all aspects of operations at the Center including educational programming, grounds maintenance, event planning, and visitor services.

### **GENERAL RESPONSIBILITIES:**

- Plan and present environmental and history themed lessons to youth ages 5-12 in established Junior Explorer program, support the School Garden summer youth program as needed.
- Maintain grounds on a daily/weekly basis as determined by director including but not limited to weed control, bathroom/building cleaning, event set-up and clean-up, and trail maintenance.
- Research, develop, and present specialized interpretive programs relevant to the visiting public, including but not limited to guided walks, discovery stations, interpretive talks, and engaging visitors while roving trail system. Topics of focus include the Lewis and Clark Expedition, Western frontier life, and the natural environment as they pertain to Lemhi County
- Assess and modify educational/interpretive programs as necessary. Document and package the programs so that others, including volunteers, can present them as well. Meet with supervisor to review programs.
- Assist with Interpretive Center operations, primarily closing procedures but may also including staffing the front desk, selling items from the gift shop, collecting admissions fees, and answering visitors' questions.
- Provide support to volunteers onsite
- Participate in the planning, preparation, and presentation of Agai'dika Heritage Day.
- Advertise for programs and events by creating and posting fliers, social media, and word-of-mouth.
- Attend and participate in training during sessions/seminars.
- Complete paperwork (time sheets, program number records, etc.)
- Other duties as assigned

### **REQUIRED QUALIFICATIONS (CONTINUED ON NEXT PAGE):**

- Self-motivation and professionalism are imperative to the success of this position.
- Have the skills and interest to present oneself as an enthusiastic, friendly, people-oriented individual.
- Demonstrate excellent communication skills, orally and in writing. Must be comfortable with public speaking.
- Have ability to work effectively alone as well as with others.
- Be flexible and resourceful in all work environments.
- Experience teaching in one of the following areas is required: history, natural or cultural resources, interpretation, elementary or high school education, environmental sciences, or related fields;
- Hold a degree in one of these fields above; or have equivalent job-related experience.
- Have basic knowledge of interpretive techniques.
- Ability to learn and troubleshoot computer based cash register software.
- Possess a valid state driver's license; have access to a personal vehicle.
- Knowledge of the Microsoft Office Suite and social media or willingness to learn.

- Be willing to work some weekends and evenings.
- Be comfortable living and working in a rural setting.
- Knowledge of ancestral/primitive skills is a plus

**TRAINING & SUPERVISION:** The interpretive specialist will be supervised/trained in specific site protocols by the Sacajawea Center director, Outdoor School staff, and Interpretive Center docents. Topics include interpretation and lesson planning, natural & cultural history of the area, and our mission, partners, and policies, and will primarily be presented through shadowing and independent study. The director will assure adequate training is obtained and meet with the specialist biweekly to keep up-to-date with needs and expectations.

**TYPICAL WEEKLY WORK SCHEDULE (20 HOURS):**

- *Note: This position will work closely with the director to develop a schedule that reflects the needs of the Center but is also an efficient use of time. Below is only an example as tasks will vary from week to week.*
- 1 ½ DAYS – Interpretation/Education (and Desk Time if needed): alternate between presenting multiple styles of programs onsite to various audiences and providing information about the area to visitors. Some days may be heavy on educational programs; some days may not, depending on what is scheduled.
- ½ DAY – Interpretive Center: up to ½ day each week will be spent behind the desk in the Interpretive Center answering questions, collecting entrance fees, and directing people through the exhibits and kid’s corner.
- ½ DAY – Grounds maintenance: perform site work as needed. This may include maintenance of the Outdoor School, trail maintenance, weed control, general litter clean-up, marquee updates, lawn care, Community Garden maintenance, tent set-up, garbage removal, restroom cleaning
- 2 hr – Prep Time: create or modify interpretive/educational programs, accomplish event planning, attend interpretive talk or visit a local resource.
- 4 consecutive days off
- A half-hour lunch is scheduled each day

**BENEFITS INCLUDE:**

- \$9.00 - \$12.50/hour depending on experience (salary will not exceed \$3,000)
- personal vehicle mileage is reimbursed for project work
- supplies and project materials provided
- an informal approach to education that lends itself to the interpretive specialists interests
- experience in all aspects of running an educational center for cultural tourism
- a beautiful and exciting location for a seasonal position

**LOCATION:** Working in Salmon, located in east central Idaho, offers a great opportunity for someone seeking a summer experience in a unique and stimulating setting. Salmon is the gateway to the Frank Church River of No Return Wilderness, the homeland of Sacajawea, and the self-proclaimed whitewater capital of the world. Here you will find rugged peaks, alpine lakes, the famous Salmon River, and front row seats to prominent parts of American history. This stunning landscape inspires reverence and observation as well as offers unlimited opportunities for hiking, fishing, mountain biking, camping, boating, and many other recreational activities.

The Sacajawea Center is one of a kind. Opened in 2003 to commemorate the Lewis and Clark bicentennial, the Center boasts 71-acres with walking trails, an interpretive center, an amphitheater, a dog park, the Learning Center with space for meetings, performances, art shows and parties, a rustic 75-seat theater, a community garden, and the Salmon Outdoor School where ancestral living skills classes are held weekly. The Center partners with twelve local agencies and organizations that provide rich layers of content and support, and were instrumental in creating the Center. Mailing address: Sacajawea Center, 200 Main Street, Salmon, ID 83467

**INTERESTED?** Contact Lin Gray, Director: 208.756.1188 or lgray@sacajaweacenter.org

If you are ready to apply, e-mail your cover letter, resume, and a City of Salmon application. Applications that do not include these three items will not be considered.

**APPLICATION DEADLINE: OPEN UNTIL FILLED**