

Employment Opportunity

Zimmerman Center for Heritage

1706 Long Level Rd.
Wrightsville, PA 17368



JOB TITLE: Zimmerman Center Program Coordinator

(Part-time, regular position with limited benefits, 24-30 hours per week)

POSITION SUMMARY

This position is focused on supporting visitor services, educational programs and facility rentals at the Zimmerman Center for Heritage. Public program responsibilities include planning, implementing, and promoting programs related to Susquehanna Heritage's vision and mission. The Program Coordinator must interact with and provide guidance to visitors and manage details of events, lectures, educational programs, and facility rentals. The position requires an out-going, team-oriented, creative and motivated individual who is a self-starter and pays attention to details. The work week includes Saturday and Sunday, and work days may vary.

RESPONSIBILITIES:

Program Coordination

- Plans, develops, and conducts programs, classes, lecture series, and special events.
- Coordinates program logistics and provides event support, including scheduling staff and volunteers, confirming set-up details, procuring supplies, managing A/V needs, producing related correspondence and documents, processing payments, and other details as required.
- Registers participants for programs, classes, and workshops.
- Leads programs related to Susquehanna River history, recreation, and natural history.
- Actively utilizes digital platforms, including Facebook and Instagram, to promote programs and engage participants.
- Promotes Susquehanna Heritage and Zimmerman Center activities online and continually updates information.
- Posts updates to Facebook and other social media sites to enhance the visibility of Susquehanna Heritage, its programs, and the Zimmerman Center as a Captain John Smith Chesapeake National Historic Trail Visitor Contact Station.
- Provides updates and supports content development and posting to Susquehanna Heritage's website.
- Develops resource materials that support programs and complement school curricula.
- Contributes to organization discussions and brainstorming sessions and staff organization events.
- Collaborates with Susquehanna Heritage and National Park staff to develop promotional strategies and action plans that support Zimmerman Center programs and events.

Visitor Services

- Provides visitors and patrons with information about Susquehanna Heritage, the Zimmerman Center, Susquehanna National Heritage Area, Captain John Smith Chesapeake National Historic Trail, and Susquehanna Riverlands.
- Actively encourages adults and children to take advantage of Zimmerman Center programs.
- Leads and participates in house tours, guided walks, boat tours, and programs that engage adult visitors and children.
- Supervises, schedules, and assists in training weekend staff.

- Develops and oversees a volunteer base.
- Tracks program participation, and visitor and facility rental information.
- Conducts sales and maintains inventory of sales items.
- Monitors visitor use of site, including enforcement of rules and regulations.
- Assists with general facility maintenance, including the upkeep of the house and grounds.

Boat Tour Operations

- Coordinates seasonal Susquehanna Heritage boat tours on Lake Clarke (Susquehanna River), including reservations, coordination with boat operators, and conducting on-the-water programs.

Facility Rental Management

- Promotes Zimmerman Center facility rental.
- Responds to rental inquiries in a timely, effective, and proactive manner.
- Manages booking, renter and vendor contracts, and documents facility use.
- Staffs and provides onsite coordination of facility rentals.
- Maintains a calendar of programs and events and communicates building availability across the organization.

QUALIFICATIONS

- Minimum of Associate's degree in related field. Bachelor's degree preferred.
- Demonstrated competency utilizing technology (i.e. e-mail, Facebook, Instagram, Microsoft Office including Excel and Publisher, Outlook Calendar, and audio/video equipment).
- Previous experience coordinating visitor services, facility rentals, and interpretive or educational programs and working in a collaborative fashion with other partners within the community.
- Interest in the Susquehanna River's cultural and natural heritage.

REQUIREMENTS

- Availability for working a variety of shifts based on the event calendar and visitor hours, including weekends, evenings and some holidays.
- Valid Pennsylvania driver's license and ability to operate a vehicle in day and night time conditions.
- Ability to work outdoors and in varying weather conditions.
- Ability to lift and carry objects weighing up to 40 pounds.
- Excellent interpersonal skills in dealing with co-workers, adults, and children.
- Willingness to learn new skills.
- Good work ethic and ability to work without close supervision
- Criminal background check, FBI fingerprint clearance, and PA child abuse clearance will be required prior to employment.
- Adult First Aid, CPR, and AED certification will be required within 60 days of hiring.

To apply:

Please submit 1) Letter of application which specifically addresses the job description and outlines qualifications, and 2) Current resume, including three professional references, by email to Paul Nevin, Zimmerman Center Manager, at pnevin@susquehannaheritage.org. Applications will be accepted until the position is filled; however, applications received on or before May 25, 2019 will receive priority consideration.

Susquehanna Heritage Corporation is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation, military veteran status, or any other characteristic protected by law.