



Vacancy Notice

EDUCATION AND VOLUNTEER COORDINATOR

Hours: Part-time, 24 hours per week, 10am-4pm Tuesday-Friday with some weekend/event hours as needed.
\$10 per hour

Duties include:

Education Programming

- Coordinate and manage the annual History Days event for Kershaw County 3rd graders.
- Coordinate, schedule, and manage school tours year-round. Give the tour at one of the stations (2+ hours) in lieu of volunteers. Manage payments.
- Perform research and tour development for current education programming. Develop new/expanded programs for various age groups, to take place at HC and at the Camden Battlefield and Longleaf Pine Preserve.

Museum Duties

- Be the primary tour guide during the week, with some support from other staff as needed.
- Greet guests and man the register in the gift shop. Assist visitors as needed with city tourism and museum inquiries.
- Assist with events as needed (may require evening and weekend hours).

Volunteer Coordination

- Recruit, train, and schedule volunteers for school tours, History Days, other educational programming, tours, events, and other site needs.
- Maintain a volunteer database and ensure volunteers are thanked.
- May supervise interns and other volunteers.

Skills needed:

- Excellent customer service and organizational skills.
- Ability to juggle multiple tasks and manage time well with limited supervision.
- A detail-oriented “people-person” who can speak to diverse groups (sometimes in crowds) of all ages.
- Self-starter who works to improve organizational processes.
- Ability to handle children in a pleasant and positive way, including in large groups. Ability to wrangle groups and keep on task. Interest in children’s programming required.
- Ability to work as a team with a small staff.
- Ability to adapt and be flexible.

Experience and Education needed:

- Associates degree with 2+ years’ related experience, or 4+ years of related experience.
- 2+ years of customer service experience required. Experience working with children preferred.

TO APPLY: Send your resumé and any supporting documents you deem appropriate to Halie Brazier, Executive Director at halie@historicc Camden.org or to PO Box 710, Camden, SC 29021.

A full job description is available upon request. Because we work with children, all HC staff are given a background check. Reliable transportation is necessary for this job, as is the ability to walk around a large site to give tours and to lift up to 30lbs.