

Historical and Genealogical Society of Somerset County, Inc.

Job Description: **PROGRAM COORDINATOR**
Hourly Employee, 30 Hours/week, ½ hour lunch

Program Coordinator, Historical and Genealogical Society of Somerset County, Inc.

Professional Position with a degree in History, Museum Studies, Education, or a related field, or any equivalent combination of experience and training preferred.

The Program Coordinator(PC)of the Historical and Genealogical Society of Somerset County(HGSSC) is responsible for developing, implementing, and directing the educational programs and policies of the HGSSC as directed by the Board of Directors and the Executive Director. The PC is supervised by the Director and the Education Committee who provide assistance and direction. They review and evaluate work in concert with the Personnel Committee of the HGSSC by direct observation, progress reports, and conferences for results achieved.

Primary Duties and Responsibilities:

- Develops and implements, with the director, site staff, and Education Committee, on-site and off-site programs for regional school systems which are curriculum-based. Plan and carry out general programs that relate to the themes of the Somerset Historical Center.
- Develops and directs, with the Director, site staff, and Education Committee, an annual schedule of educational programs, lectures, craft classes, and exhibit openings for HGSSC members and the general public.
- Prepares programs and coordinates educational activities for Mountain Craft Days.
- Schedules and trains volunteers and staff, conducts tours, and coordinates on-site tours for day-to-day operations at the Somerset Historical Center. Assures that tour guides are available to assist visitors on days the museum is open for visitation.
- Conducts Historical and Genealogical research. The EPC must be proficient in computer skills utilizing Past Perfect, Microsoft Word, Excel, Access, Powerpoint, and Publisher.
- Develops a volunteer program to recruit, train, and direct volunteers to assist with front-line duties, registration and admissions, museum shop, tours, and educational programs.
- Preparing written articles for the Laurel Messenger, Glades Guardian, and other publications as needed.
- Assisting staff during special events and activities

Secondary Duties and Responsibilities:

Assisting with other duties as needed and directed to do so by the Director of the HGSSC. These duties may include, but are not limited to assisting genealogists and researchers, curatorial duties, Museum Shop, and house keeping.

Work Schedule:

The Education Program Coordinator of the HGSSC should plan on working a varied schedule that may include occasional weekends and/or evenings as needed.

To apply, please send cover letter and resume to Mark Ware: c-mware@pa.gov