

## Historical and Genealogical Society of Somerset County, Inc.

Job Description: **PROGRAM ASSISTANT**

Hourly Part-time Position 20 hours/week

Location: Somerset Historical Center

Varied Schedule as determined by Executive Director to include **one weekday and Saturday 9:00-5:00 and Sunday 12:00-5:00**

½ hour lunch

### **Position description:**

Primary duty of the Program Assistant is to conduct tours through the site for visitors as needed throughout the day. Other duties include, but not limited to, front line greeting, visitor registration, assist researchers in Genealogical and Historical Library to identify and use research materials, microfilm machine use, filing, indexing/research projects as directed by the Ex. Director or Curator. Must be willing to learn a variety of traditional crafts including wool/flax processing and spinning, maple sugaring interpretation for group tours including maple spotza and sugar making. Assist with set-up and tear-down for special programs and tours. Prepare materials and craft items for school tour and educational programs. Must be able to walk throughout grounds on gravel pathways. Perform record keeping and sign-out of clothing for historic costuming program.

This position is a part-time position under the direction of the Executive Director.

Applicant should possess knowledge and experience with Microsoft Word, Excel, and Powerpoint.

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

If you have questions, contact Mr. Ware at 814-445-6077 / [c-mware@pa.gov](mailto:c-mware@pa.gov)