

POSITION OPENING
EDUCATIONAL AND VOLUNTEER COORDINATOR

The South Carolina Historical Society (SCHS) seeks a motivated and detail-oriented individual to serve as Educational and Volunteer Coordinator. Working in collaboration with the Head of the Museum, this individual provides leadership in the planning, coordination, and evaluation of the society's programs for students and teachers. He or she also recruits and trains docents to assist visitors to the SCHS Museum area. In addition, the incumbent works to make the society's resources available to teachers, students and the public. This includes working with staff, volunteers, and educators to carry out the society's educational responsibilities.

The incumbent is occasionally required to work weekends, evenings and holidays. Statewide travel is required. Parking is not provided by SCHS.

MAJOR DUTIES:

- Plans and executes programs for student groups and teachers to raise awareness of the society, its archival resources, and the museum.
- Responsible for the creation and implementation of a formal education program for school groups, which will compliment school curriculum, support state/national educational standards, engage students, and fulfill teacher needs.
- Plans and Presents workshops for teachers utilizing SCHS primary materials.
- Creation of teacher packets and material for the website which tie into State and Federal curriculum standards and 21st century skills, in consultation.
- Attends local and state social studies conferences.
- Make personal contacts and actively develop teacher relationships and promote the society and web resources to schools.
- Writes or suggests grants to secure income and funding for educational initiatives.
- Assist with evaluation and work to incorporate feedback into educational resources.
- Compiles and updates the Museum Volunteer Manual for docents and employees.
- Recruits and trains all museum docents.
- Coordinates and schedules class visits to the museum.
- Oversees Teacher Fellow and assists with selection of Gignilliat Scholar.
- Prepares and presents quarterly reports to the Board of Managers
- Checks Society deposits for accuracy, provides copy of checks, and makes bank deposits.
- Performs other duties as assigned

KNOWLEDGE AND SKILL REQUIRED:

- Understanding of curriculum standards and an ability to develop educational programs which tie to Federal and State standards and to 21st century skills.
- The ability to work well independently on several projects concurrently, and possess excellent communication, organizational and creative thinking skills.
- Software proficiency in Microsoft Word, Excel, Power Point, is required; knowledge of and experience with the Altru database program and Wordpress is preferred.
- Experience working with executive, donors and volunteers and managing, supervising and orientating people for events.

- Excellent written and oral interpersonal communication with marketing and communications skills.
- Experience with primary source research and knowledge of South Carolina history.
- Strong initiative and customer service orientation.
- Project Management, organizational and prioritizing skills with strong attention to detail
- Demonstrated high energy level and flexibility,
- Pleasant persona coupled with sound judgment
- Ability to devise, research, prepare and deliver exciting and engaging presentations and lesson plans.
- Ability to work independently as well as part of a team.
- Ability to deal professionally and sensitively with a diverse audience and a wide range of contacts at different levels.
- Commitment to social inclusion and making the society accessible to a wide ranging audience.

DEGREE REQUIREMENTS:

A Bachelor's degree in education, and preferably a post-secondary degree in history, education, or museum studies. A minimum of three years of professional experience, preferably in a museum or education setting.

SUPERVISORY CONTROLS:

The incumbent works directly for the Director of the Museum. The direction provided is general in nature except when changes in SCHS policies are necessary. The incumbent often works independently in the best interest of the SCHS.

WORK ENVIRONMENT:

The work will generally be in the Fireproof Building or Addlestone Library except when the employee is on site to plan programs, meet with educators and vendors, and in the classroom.

SALARY:

Annual salary is \$40,000.

ABOUT THE SOCIETY:

The South Carolina Historical Society (SCHS) is a nonprofit 501 c 3. It houses the state's largest private repository of historic documents, produces two quarterly publications, and sponsors a variety of outreach programs for members, educators, students and the public. The organization's mission is to expand, preserve, and make accessible its invaluable collection, and to encourage interest and pride in the rich history of the State of South Carolina. Membership in the Society is open to anyone who is interested in the state's past and supports the mission of the SCHS.

TO APPLY:

Please email a cover letter, resume, and list of three references (with contact information) to faye.jensen@schsonline.org.