

Town of Fort Myers Beach Job Description

Position: Museum Tour Guide
Department: Mound House Museum
Pay Range: \$19 - \$24 an hour- Part time

POSITION SUMMARY

This is a part time position with a varied schedule of Tuesday through Saturday, requiring some nights according to scheduled Special Events. Responsible for planning, coordinating, and implementing a variety of tours and educational programs for the Mound House. Works under the direct supervision of the Cultural Resources Director/ Mound House Museum Director.

ESSENTIAL JOB FUNCTIONS

- Planning, coordinating, and implementing guided museum tours and programs at Mound House and Newton Beach Park.
- Assists in the development of new tour themed tours and programs.
- Assists with Student programs and activities.
- Collate, analyze, and apply feedback on the educational activities provided.
- Performs other duties of this position or related positions as may become necessary or as directed by the Cultural Resources Director/ Mound House Museum Director.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job-related duties as required.)

EDUCATION AND EXPERIENCE REQUIREMENTS

- Bachelor's or associates degree in environmental science, biology, history, or a related field. Work experience can be substituted for degree.
- One year of experience as a museum guide, interpreter, or environmental educator in a museum like setting.
- Confidence in dealing with the public and addressing groups of people.
- Must be a United States Citizen or eligible to work in the United States.
- Must possess a valid Florida Driver's License with acceptable driving record.
- Must successfully pass a background check, and alcohol and drug test.
- Ability to read and follow written and oral instructions.
- Able to establish and maintain effective working relationships.
- Able to operate necessary equipment.
- Excellent work history and attendance record preferred.
- Ability to communicate orally and in writing.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIREMENTS

- Positive attitude and enthusiasm for the job.
- Ability to accomplish work which requires physical stamina.
- Ability to work outside in various weather conditions; Ability to work a flexible schedule including weekends and some evenings.
- Self-motivation and the ability to work independently.
- Ability to establish and maintain effective working relationships and work cooperatively with volunteers, interns, coworkers, representatives of outside organizations, and all ages of the public.
- Ability to follow verbal and written instructions; Ability to communicate effectively both orally and in writing.
- Knowledge of customer service standards and procedures; Working knowledge of public information and public relations techniques.
- Ability to plan, organize and promote Mound House and Newton Beach Park activities and programs; thorough knowledge of the policies, procedures, rules, and regulations governing the educational program area assigned.
- Ability to evaluate the effectiveness of education programs and activities.
- Ability to successfully work with and serve a diverse local community and visitors.
- Knowledge of occupational safety rules and practices.
- Operates a variety of equipment including golf cart transportation, vans, kayaks, and marine equipment, including attending appropriate training to securing valid certificates.
- Maintains the physical ability to assist in transporting kayaks and related equipment, equivalent to 50 pounds singly and 100 pounds jointly.

WORKING HOURS/PHYSICAL/ENVIRONMENTAL DEMANDS

- Work environment is outdoors, based on a cultural and environmental learning facility in a park and marine setting.
- Medium physical effort; Requires handling of average-weight objects up to 50 pounds and standing and walking. Effort applies to no more than six (6) hours per day.
- Environmental factors may vary, and position will require time spent outdoors at all times of year; Ability to perform strenuous work in varying and adverse weather conditions including heat, cold, rain and potentially dangerous environments.
- Will be required to work hours other than the regular Town Hall hours including, nights, weekends, and holidays and during emergency situations.
- Possess sight/hearing senses, or use of prosthesis that will enable these senses to function adequately so the requirements of this position can be fully met.
- Significant standing, walking, moving, climbing, carrying, bending, and kneeling; and is essential to the job.
- Some crawling, reaching, handling, sitting, pushing, and pulling, bending, stooping.

- Must have the use of sensory skills to effectively communicate and interact with other employees and the public using the telephone and personal contact.
- Task involved the regular, and at times, sustained performance of heavier physical tasks such as walking over rough or uneven surfaces, bending, stooping, working in confined spaces, and lifting and/or carrying moderately heavy (20 – 50 pound) items and occasionally, very heavy (100 pounds or over) items; or may involve the complex operation of gasoline powered equipment.

Reasonable accommodations will be made in accordance with existing ADA requirements for otherwise qualified individuals with a disability.

This job description is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary. This job description does not constitute a written or implied contract of employment

To apply for this position, go to:

<https://www.fortmyersbeachfl.gov/248/Careers>