



Where the Past is your Present

COLONIAL PENNSYLVANIA PLANTATION · PO BOX 158 GRADYVILLE, PA 19039 · 610.566.1725

JOB DESCRIPTION

<i>Job Title:</i>	<i>Education Coordinator</i>
<i>Organization:</i>	<i>Colonial Pennsylvania Plantation</i>
<i>Reports to:</i>	<i>Executive Director</i>
<i>Location:</i>	<i>3900 North Sandy Flash Drive, Newtown Square, PA 19073</i>
<i>Salary:</i>	<i>\$12.00/hour</i>
<i>Start date:</i>	<i>March 2020</i>
<i>Time Commitment:</i>	<i>The Education Coordinator is an hourly employee who works primarily on weekdays from March through November, although hours beyond that time frame for pre-season training and off-season outreaches are possible. Hours are based on scheduled programs.</i>

POSITION SUMMARY

The Colonial Pennsylvania Plantation is an 18th century living history farm featuring heritage breed animals, period-appropriate crops, and five historic buildings preserved to represent a typical mid-size colonial property. The Plantation has a robust educational program that welcomes 9,000+ school students and 100+ summer campers each year. The Education Coordinator will be responsible for ensuring that students and teachers visiting the Plantation have wonderful hands-on experiences by providing excellent customer service, superb organizational preparedness, and impeccably trained and friendly program staff. The Education Coordinator will also work as part of a team to plan and execute our sold-out summer camps during the months of June, July and August. Weekend scout programs, outreaches, and birthday parties will also fall under the Education Coordinator's purview.

PRIMARY RESPONSIBILITIES

- **Weekday Field Trips:** The Education Coordinator is responsible for staffing programs and being on-site to greet the schools and ensure that activities run smoothly.
- **Summer Camps:** In the months of June, July and August, the Plantation runs five weeks of summer camps. The Education Coordinator will work as part of a team to develop activities and programming for each camp week, and to ensure that camps are staffed with appropriate educators.
- **Scout Programs and Birthday Parties:** The Plantation is occasionally asked to run scout programs and birthday parties, typically on weekends. The Education Coordinator is expected to staff and supervise the running of these events.
- **Outreaches:** The Plantation is periodically asked to conduct programs at schools, libraries, and other museums and sites and the Education Coordinator is expected to ensure that these programs run efficiently and effectively.
- The Education Coordinator is expected to track staff hours and submit them for payroll.
- Education Coordinator is expected to identify, hire and train educational program staff, and to ensure that their clearances and interpretive knowledge is up to date.

www.colonialplantation.org

The Colonial Pennsylvania Plantation is a **non-profit educational corporation** that qualifies under Section 501(c)3 of the Internal Revenue Code. We operate under lease agreement with the Pennsylvania Department of Conservation and Natural Resources.

- The Education Coordinator is encouraged to create and implement new programs.
- The Education Coordinator is expected to work as part of a team, including (but not limited to) the Farm Manager, Volunteer Coordinator, Office Manager, and Executive Director.

QUALIFICATIONS

- Strong interest in, and familiarity with, Pennsylvania and eighteenth-century American history required. College coursework in American history preferred.
- Ability to work a flexible schedule that may include evenings and weekends.
- Maintain a professional appearance and decorum, which must include willingness to wear period-appropriate attire and maintain a historically accurate appearance.
- Ability to create for and deliver programs to diverse audiences. Comfort with public speaking is a must.
- Reliable attendance and punctuality is expected and required, as is reliable transportation.
- Must be able to work creatively and effectively as a member of a team.
- Must be able to adapt quickly and seamlessly to a fast-paced and changeable client experience.
- Knowledge of museum education and/or secondary education a plus.
- Work can be physically demanding. Ability to lift 40 lbs, be outside in all kinds of weather, and navigate rough terrain is expected.
- A criminal background check, FBI fingerprint clearance, child abuse clearance is a requirement for employment. Candidate will be expected to become First Aid/CPR/AED certified (this training is provided.)

To apply, please email your resume and cover letter to: Jennifer Green, Executive Director, at education@colonialplantation.org. No phone calls please. Review of applications will begin immediately and position will remain open until filled.