



School Program Interpreter

SUMMARY

Working as part of the Education Department, the School Program Interpretive staff will lead elementary school students on 2-hour field trips at the House, Garden, and Nature Preserve, and coordinate with school program volunteers. Filoli's School Program Interpretive staff will do more than deliver information - they will encourage students to explore, discover, inquire, and reflect, all in the unique setting of a formal garden, historic house, and nature preserve. The ability to interpret the nature, garden, and history of Filoli for children, adaptability, and strong interpersonal skills are important traits for members of the School Programs Interpretive team. The rate of pay for this position will be \$15.00 per hour. The typical schedule for academic year shifts will be 9:00am-12:30pm and an average of 2-4 days per week, Tuesday-Friday. Additional summer and holiday season hours may be available. Please note that there is no public transportation to this site, so reliable transportation is required.

Required training dates: February 12, Wednesday from February 13 – March 20 (9:30am-3:00pm)

In addition to these required training dates, School Program Interpreters will complete approximately 40 hours of online training in February and March. All training time is paid.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Lead programs using Filoli's curriculum guidelines, student booklets, and interpretive tools. School programs include School Hikes, House and Garden Experience, Nature in the Garden, and Plein Air Art;
- Coordinate groups of volunteers in order to execute the range of school programs offered;
- Serve as lead for a staff/volunteer pair for School Hikes and ensure volunteers are observing Filoli's property use and curriculum guidelines;
- Set-up and clean-up props and program materials;
- Attend program trainings, complete online training modules, and perform certification hike;
- Learn program materials that are provided as lecture, tours, and online training. Accurately and enthusiastically communicate this information to students and volunteers;
- Greet volunteers and classes on field trip days;
- Discuss program direction in a constructive and supportive way with volunteers and teachers;
- Tactfully and effectively promote Filoli's rules and regulations intended for the safety and welfare of visitors and volunteers;
- Respond appropriately in accordance with operating procedure in the event of an emergency;
- Be aware of possible situations where visitors and volunteers are not able to safely participate in a hike or program;
- Provide excellent customer service and promote a positive visitor, volunteer, student, chaperone, and teacher experience;
- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;
- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

SUPERVISORY RESPONSIBILITIES

This position will supervise groups of volunteers and school visitors.

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational and skill requirements listed below:

Education and/or Experience

Education: Associate's or Bachelor's degree and/or a similar combination of education and related experience;

Experience:

- A minimum of one year experience (volunteer or staff) in informal education at an art museum, science museum, public garden, or nature center preferred;
- A minimum of one year experience (volunteer or staff) coordinating and presenting to groups of children in an informal or formal education setting preferred;
- Experience collaborating with adult volunteers;

Skills and Abilities

- Demonstrate excellent verbal and written communication skills;
- Possess an understanding of inquiry-based learning principles and how to activate a student's curiosity;
- Appropriately manage the experience for challenging students and chaperones and the other guests they interact with on the field trip;
- Ability to demonstrate strong interpersonal skills and work diplomatically with a diverse group of visitors, staff and volunteers;
- Communicate (listening and speaking) effectively with students, teachers, visitors, staff and volunteers on the phone and in person, as well as respond to emergency broadcasts;
- Ability to remain calm and demonstrate flexibility to meet changing needs and expectations;
- Have working knowledge of and can use MS office programs as well as Google Applications with keyboard and mouse: Excel, PowerPoint, Word and Outlook;
- Work independently, while maintaining a positive team player attitude;
- Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver's license and automobile insurance for personally owned car and Filoli vehicles used in the course of business. First-Aid/CPR Certification is preferred for this position.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Lift/carry items up to 30 pounds;
- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend repeatedly and often to set up for programs (tables, chairs, supplies, etc.) as well as sit for long periods at a computer to read training materials;
- Hike 2-4 miles per day across uneven terrain.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to: <https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.