

Quiet Valley Living Historical Farm  
Job Description

Job Title: Historic Interpreter  
FLSA: Exempt – Part Time  
Date: 02/2021

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Position Function: To interpret and conduct tours on 19<sup>th</sup> century farm life, domestic spaces, activities, one-room schoolhouse for visitors to Quiet Valley Living Historical Farm.

Job Relationships:

Supervises: No one

Supervised by: Management

FUNCTIONS, DUTIES, & RESPONSIBILITIES:

General Duties:

- Represent Quiet Valley with a positive, respectful, and courteous attitude and demeanor to other staff and the public at all times.
- Wear time-period appropriate attire as mandated in the Quiet Valley personnel manual.
- Support Quiet Valley's mission, policies and procedures as outlined in staff handbook.
- Know and follow appropriate emergency procedures as set forth by Quiet Valley policy.
- Demonstrate professional behavior, reliability, and dependability.
- Complete work-related tasks, not specifically set forth in the job description, as requested by management.
- Work with visitors of all ages including children and adults.

Interpretation:

- Conduct school tours, regular summer tours, workshops and special events programming.
- Learn and demonstrate 19<sup>th</sup> century skills, trades, farm chores, and associated knowledge.
- Provide the visiting public with informative, accurate, and engaging information about Quiet Valley Living Historical Farm, the history of Pennsylvania, and 19<sup>th</sup> century America.
- Serve as role model for seasonal interpretive staff.
- Conduct tours in first person interpretative style.

Qualifications:

- Knowledge of or willingness to learn about farm animal husbandry.
- Prior work at historic site is helpful.
- Experience with schoolchildren, educational programming, outreach programs and special events in a traditional or non-traditional setting is helpful.
- Physically able to lift 50 lbs.
- Possess a valid driver's license with a clear driving record, if applicable.
- Ability to pass child abuse and criminal record checks
- Working papers are required for those 18 years and younger.

Working Conditions:

- This position is a seasonal, part-time position with 15 to 20 hours during slower seasons and 30 to 35 hours weekly during busy seasons.
- Ability to work a flexible schedule, summer weekends are a must
- The position includes some physical labor, such as gardening or animal care, in varying weather conditions without climate control.
- Ability to use or learn to use 19<sup>th</sup> century and modern farm equipment.

Please contact Quiet Valley Farm at 570-992-6161 or via email at [farm@quietvalley.org](mailto:farm@quietvalley.org) for more information and sending applications.