



# Job Description for Centerville-Washington History Education Coordinator

Centerville-Washington History was established in 1966 and is a non-profit organization in the heart of Centerville, Ohio. CWH operates three museums and one research and archive center.

*The mission of Centerville-Washington History is to connect the community to its heritage by collecting, preserving, interpreting, and promoting the history of the local area.*

Core museum/office hours are 12:00-4:00 Tues-Fri. with flexibility for tours and off-site programs. Typical hours can be 16-20 hours / week. The Education Coordinator reports to and works closely with the Director of CWH.

**The Education Coordinator must have a passion for educating the Centerville/Washington Township community.**

## **Principle Responsibilities**

- Recruit and provide training for volunteers for all programming
- Support teaching of local history in all grade levels as required by the Ohio State Academic Standards through SCHOOL TOURS and HISTORY ON THE GO programs
  - Keep communications open with school leaders and teachers
  - Provide programming and tours that meet the state requirements
  - Collaborate with teachers to schedule tours and HOTG programming
- Oversee and evaluate existing programming to include being available during programs, emailing all pertinent information to participants and volunteers prior to events, and documenting attendance.
  - On the Road Chats
  - Historical Hounds Family Tour
  - Group Tours
  - Centerville-Washington Park District collaborations/programs
  - Library collaborations/programs
  - Book Studies
  - Summer Youth Program
  - High School Scholarship Committee
- Market Programming:
  - Education Programs through updated brochures
  - CWH Web Site, Town Crier, Washington Township Quarterly, Social Media, etc.
  - Dayton Daily News
  - Communicate with community members about available programs
- Write an article for the CWH quarterly newsletter: "The Curator"

## **Additional Duties at the Asahel Wright House** (location of the Ed. Coordinator's office):

- Help with the upkeep of the museum
- Help guide visitors around the museum, sharing historical information

## **Skills/Requirements**

- Good computer Microsoft office knowledge
- Ability to learn local history tour/program information and give small group presentations
- Promote a positive experience for volunteers and participants
- Must be able to climb stairs.
- Must be able to lift and move large educational supplies and materials
- Job includes indoor and outdoor tours and activities
- Must have own transportation and driver's license in good standing