



Fluvanna County, Virginia  
Department of Parks and Recreation  
Job Description

**MUSEUM ATTENDANT**

<b>Job Class #:</b>	4132
<b>Pay Grade:</b>	6
<b>Category:</b>	Part-Time (without benefits)
<b>FLSA Status:</b>	Non-Exempt
<b>Reports To:</b>	Recreation Amenities Manager or Director of Parks and Recreation

**SUMMARY**

This position provides knowledge of services provided by Parks and Recreation and the history of Fluvanna County to visitors of the Welcome Center in accordance with the mission, vision, and policies of the Fluvanna County Parks and Recreation Department. Responsibilities include: management of museum displays; coordination of guided tours; supervision of kiosks around the park; assistance registering citizens for programs; and other tasks assigned by the Director.

**ESSENTIAL FUNCTIONS**

- Opens and closes County museums.
- Greets visitors, staffs reception desk, and responds to public inquiries.
- Communicates Pleasant Grove Park and Fluvanna County history through guided tours.
- Oversees and maintains card racks in the Welcome Center.
- Assists customers with registration needs, loads/unloads equipment rentals, and set-up/clean-up for facility rentals.
- Maintains information on all park kiosks.
- Carries out other duties as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

- History of Pleasant Grove Park and Fluvanna County.
- Museum display interpretation
- Parks & Recreation programs and upcoming events
- Facilities and equipment used for program activities.
- Department safety guidelines

**Skills in:**

- Oral and written communication.
- Engaging storytelling techniques.
- Meeting deadlines, managing interruptions, and handling requests efficiently.
- Modeling behaviors of caring, honesty, respect, and responsibility.

**Ability to:**

- Interpret, communicate, and promote department's mission, vision, and goals to members of the community.

- Build and maintain positive relationships with participants, customers, and staff.
- Demonstrate a flexible, adaptive work style.
- Use diplomacy and tact in working with a variety of people in various situations.
- Keep supervisor informed of plans, progress, and problems.

**EDUCATION, EXPERIENCE, AND TRAINING**

Minimum Requirements:

- Graduation from an accredited high school or GED equivalent.
- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

The ideal candidate will bring basic experience and knowledge in museum interpretation and programs or equivalent combination of education and experience. Candidate should enjoy working with the public, have an interest in history and possess basic computer skills. Customer service experience is desirable. CPR and First Aid certification preferred.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS**

Ability to sit and/or stand for long periods of time, use a computer, telephone and related business equipment as necessary for this position. Must be able to communicate effectively with others. Requires ability to travel to and between center/off site locations. May be required to lift up to 25lbs. Ability to work weekends and a varied schedule, which may include evenings.

**POST OFFER REQUIREMENTS**

- Criminal background and driving record checks.

<b>Department Head Recommended:</b>	<b>HR Manager Approval as to Form:</b>	<b>County Administrator Recommended:</b>	<b>Board of Supervisors Approved:</b>
Dec 12, 2018	Feb 13, 2019	Feb 13, 2019	Feb 20, 2019