



POSITION TITLE: MUSEUM DOCENT - STANLEY MUSEUM

TIME COMMITMENT: May 24, 2021 – September 7, 2021 (flexible end date and potential to work weekends through September).

SPONSORING ORGANIZATION: Sawtooth Interpretive & Historical Association (SIHA)

SPONSORING ORGANIZATION'S MISSION: The Sawtooth Interpretive and Historical Association's mission is to protect and advance the natural and cultural history of Idaho's Sawtooth and Salmon River Country through preservation and education. SIHA is a non-profit 501(c)(3) association. For more about the Association please visit www.discoverawtooth.org. Mailing address: Sawtooth Association, P.O. Box 75, Stanley, ID 83278.

LOCATION: Working in the Sawtooth National Recreation Area in Stanley, Idaho offers a great opportunity for someone seeking a summer experience in a unique and spectacular setting. The Sawtooth NRA encompasses 756,000 acres in the "Heart of Idaho" where rugged peaks, alpine lakes, free running streams, and breath-taking scenery abound, about half of the area is congressionally designated Wilderness. The elevation at Stanley is 6300'. This stunning landscape inspires quiet introspection and observation as well as offering unlimited opportunities for hiking, climbing, fishing, mountain biking, camping, boating, and many other recreational activities. Our mailing address: Sawtooth Association, P.O. Box 75, Stanley, ID 83278.

POSITION SUMMARY: COVID-19 may require that SIHA modifies the duties listed below for the health and safety of our naturalists, our community and our visitors.

The Stanley Museum Docent oversees daily operations and maintenance at the Museum complex. The Docent is responsible for daily operations at the Stanley Museum, including greeting the public, book and map sales, cleaning and maintenance of the buildings and the museum grounds, creating interpretive displays, and other media for delivering interpretive messages, and conducting interpretive talks at the Museum.

The Stanley Museum was formerly the historic Valley Creek Ranger Station, built in 1933 by the CCC, as the headquarters for the Stanley Ranger District until 1972. The Museum and restored ice house/toolshed are on the National Register of Historic Places. The Museum is open to the public seven days/week from 11 AM to 5 PM from Memorial Day through Labor Day, and weekends through September. The Docent supervises a volunteer Historic Specialist. The Docent's tour of duty is five days/week, with two days off, most likely not the weekend. The Docent develops the weekly workplan for the Historic Specialist, accomplishes and schedules daily, weekly, and seasonal grounds maintenance, provides interpretive services and historical information, and develops and presents educational programs, including Junior Ranger and evening programs, to visitors of all ages. Position also provides visitor information and answers to visitor's questions, and sells books, maps, and other merchandise to visitors. The Docent works with SIHA's Lead Naturalist to schedules all interpretive

programs; and researches and creates interpretive displays, and other media for delivering interpretive messages. The Docent will provide their own computer and transportation.

GENERAL RESPONSIBILITIES:

- Open and close the Museum – pre & post season, and daily. Clean the museum each day, before and after closing.
- Operate cash register, sell books maps and other merchandise, balance books and count money each day.
- Grounds maintenance – lawn mowing, painting, cleaning, etc.
- Research, develop, and present specialized interpretive programs including guided walks, Junior Ranger activities, and evening programs. Locations may include the Redfish Center, Idaho Rocky Mountain Ranch, the Stanley Museum, or other venues. Assess and modify programs as necessary.
- Research and create interpretive exhibits for the Stanley Museum.
- Learn how to use the Past Perfect Cataloging Software and enter artifacts into our artifact catalog.
- Provide information about the area and trip planning assistance.
- Participate in seasonal training for all SIHA staff.
- Provide information about the area and trip planning assistance at the Redfish Center.
- Participate in SIHA community events focused on providing education on natural and cultural resources and environmental awareness.
- Promote interpretive education at the Stanley Museum and the Redfish Center.
- Gather volunteers to assist with preparing for the Friday Forum and Lecture at the Museum.
- Participate in outreach to develop and maintain partnerships.
- Complete SIHA paperwork accurately and on time (time sheets, program number records, etc.).
- Produce Museum Reports to update the SIHA Board of Directors at monthly board meetings. Attend and present reports at board meetings.
- Interact with the public using our Social Media platforms via posts, blogs, etc.
- Participate in daily, weekly, and seasonal cleaning/maintenance procedures to keep everything in working order. This includes seasonal opening and closing duties.
- Wear facemask during working hours and follow all procedures, regulations, and safety measures put in place related to COVID-19.
- Other duties, as assigned.

REQUIRED QUALIFICATIONS:

- Have an enthusiastic, friendly, people-oriented personality.
- Bachelor's degree in history, natural or cultural resources, interpretation, education, museology, public administration, environmental sciences, anthropology, or related fields required. Experience may be substituted for education as appropriate.
- Have basic knowledge of PastPerfect archival software or willingness to learn
- Self-motivation and flexibility are required. Be resourceful, reflective, and mature in the work environment.
- Have the ability to work effectively on a team as well as alone.
- Show confidence in a leadership position.

- Demonstrate exceptional planning and organizational skills.
- Demonstrate good communication skills, both orally and in writing. Must be comfortable making contacts over the phone and e-mail. Must also be comfortable with public speaking.
- Have basic knowledge of interpretive techniques, and historic research and education techniques.
- Possess valid state driver's license; have access to a personal vehicle.
- Be able to walk/hike one mile and lift, at minimum, 20 pounds.
- Knowledge of Microsoft Office and social media or willingness to learn.
- Be willing to work some evenings and weekends.
- Be comfortable living and working in a remote location.
- Have a commitment to the mission of SIHA!

SUPERVISION: The Museum Docent will be supervised by SIHA's Executive Director.

TRAINING: The Docent will be trained by SIHA's Executive Director. SIHA's Outlet Manager will provide training for all sales duties. SIHA will provide training in the natural & cultural history of the Sawtooth National Recreation Area and SIHA's mission, partners, and policies. SIHA's Lead Naturalist will conduct two weeks of comprehensive training during the last week of May and the first week of June which the Docent and Historic Specialist are expected to attend. The USDA Forest Service will include the Museum Docent in its annual seasonal employee orientation (inclusive of safety, community, policy issues, etc.).

TYPICAL WEEKLY WORK SCHEDULE (40 HOURS): The tour of duty is five consecutive days from 9 AM until 5:30 PM. Duty station is the Stanley Museum. Friday's during Forum and Lecture days will be longer. A clean, professional appearance and friendly manner are expected.

PER DIEM/BENEFITS INCLUDE:

- \$1,000/month living stipend.
- Shared housing is provided free of charge at the Stanley Ranger Station employee compound.
- Personal vehicle mileage is reimbursed (at \$0.48/mile) for project work (NOT for traveling to and from work).
- SIHA polo shirts, jacket, and name tag will be provided. PPE is provided including face masks, hand sanitizer, and other items to keep staff safe on the job.
- Supplies and project materials are provided.
- Weekly professional development lectures.
- Feedback regarding interpretive development.
- SIHA membership and 20% discount on full priced SIHA bookstore items.
- A beautiful location for a seasonal position!

TO APPLY: Email cover letter, resume, and contact information for 3 professional references to siha.hiring.2021@discoversawtooth.org.

APPLICATION DEADLINE: Rolling, priory consideration will be given to applicants who submit a complete application no later than, January 18, 2021 at 11:59 PM.

SIHA is an equal opportunity employer.