**Job Posting:**

**Title: Program Director / Volunteer Coordinator of the Thern Farm**

**Classification: Part-time, non-exempt, average of 20 hours per week**

**Reports to: Vice President of the New London Heritage Historical Society (NLHHS) and Thern Farm Subcommittee of the NLHHS**

**Supervises: Volunteers as needed**

**Education Duties:**

1. Conduct school group and program orientation as needed
2. Work with and supervise education volunteers as needed
3. Perform other education related duties as assigned
4. Research and develop educational displays for the Thern farm and family and New London local history

**Job Requirements:**

1. Embrace and develop the vision and mission of the Thern Farm and seek to be a positive influence in sharing this mission with the general public
2. Excellent customer service skills, oral and written communication skills, interpersonal skills, and time management skills required
3. Good public speaking skills and ability to work effectively with the public
4. Basic computer skills, such as the ability to access email, internet, and use Excel and Word files and create posts on Facebook
5. Create and maintain a website regarding programming at the Thern farm
6. Ability to enter data into Past Perfect Museum software
7. Must be able to maintain a professional attitude while handling multiple tasks
8. Proven ability to finish projects in a timely manner and regularly meet established deadlines
9. Must be detail orientated, and have the ability to work independently with moderate supervision
10. Perform administrative duties including answering phone calls, assisting walk-in visitors, processing incoming and outgoing mail and ordering office supplies
11. Attend Thern farm subcommittee meetings (held quarterly or as needed) and provide progress update reports. Oversee the Thern farm subcommittee budget
12. Give guided tours of the Thern farm property
13. Maintain volunteer work schedule
14. Coordinate all large group tours with volunteer staff
15. Maintain calendar of events and groups using facility
16. Maintain restroom and building cleanliness between cleaning days including vacuuming
17. Must be able to work at least one weekend day (3 hour shift) every other weekend

**Qualifications:**

Degree in related field or equivalent experience. Non-profit experience a plus.

**General Information**:

The goal of the NLHHS Thern Farm is an interactive indoor / outdoor museum that educates, entertains, and connects people of all ages to Midwestern rural life experiences. It is approximately 35 acres in New London, WI along the banks of the Embarrass River. The property is the site of the former city fairgrounds. It was owned by the Thern family for over 100 years. Please visit <http://www.HistoricalVillage.org/> for more information regarding the NLHHS.

**Application Procedure:**

Please send cover letter, resume, minimum of three references and application form to:

**Mail**

New London Heritage Historical Society

Attn: Marla Knuettel

PO Box 84

New London, WI 54961

**E-mail**

[MK54961@yahoo.com](mailto:MK54961@yahoo.com)

**Fax**

(920) 982-6344

Attn: Marla

**Job Posting:**

August 30, 2016

**Application Deadline:**

September 21, 2016

**Pay Range:**

Commensurate with experience