

City of Roswell
Recreation, Parks, Historic & Cultural Affairs Job Vacancy
Title: Docent Representative

Location:

Daily public operations currently consists of Barrington Hall (ca. 1842), Bulloch Hall (ca. 1839), and Smith Plantation (ca. 1845). The Historic Assets Division of the Roswell Recreation, Parks, Historic & Cultural Affairs Department is in an exciting position for growth as future plans include development of Mimosa Hall and Gardens (ca. 1847) as well as other historic landmarks within the City of Roswell for an inclusive approach to community preservation, interpretation, and engagement. Job duties generally rotate between three locations:

Barrington Hall, 535 Barrington Dr.

Bulloch Hall, 180 Bulloch Ave.

Smith Plantation, 935 Alpharetta St.

Additional locations related to City of Roswell Historic Assets or Department programming may be included as needs occur.

Status: Part-time year round (less than 29 hours per week)

Pay: \$16/hour

Schedule:

Hours vary based on scheduling needs but will range from 14 hours (minimum requirement of 2 days per week) to potentially 27 hours (4 days per week); average number of hours is 21 hours per week. Supervisors will set and communicate a bi-weekly schedule two weeks in advance.

The City of Roswell Historic Assets are a regional tourism attraction, open six days a week; public hours are Tuesday – Saturday, 10:00 a.m. – 4:00 p.m. and Sunday, 1 – 4:00 p.m. Weekend hours are regularly required based upon a rotational schedule and needs. Evening hours are sometimes necessary for programs or events. Monday hours may sporadically be required.

Description:

Team member serves as a customer experience liaison for the historic homes, reporting directly to the Education Supervisor. The successful candidate is willing to participate in interpretation training in order to provide engaging tours and a welcoming experience for guests. Team member will conduct ticket and gift shop sales, answer general visitation questions, and assist/participate in special programs and activities as needed. General administrative duties may include daily opening and closing of the site, answering phones and emails, light housekeeping tasks, and other minor clerical duties. The omission of other specific duties does not exclude them from the classification if the work is reasonable for this position; other duties may be required and assigned.

Requirements:

- High school diploma is required. Some college level study in preservation or history is preferred. A passion or enjoyment for history and story-telling is essential.

- The ability to engage with diverse groups of people (including children/students) in a positive manner and clearly communicate the story of an historic site. Team member will be asked to conduct tours and programs for school tours (varied grade levels), family groups, and adults.
- Demonstrates problem solving, sound judgement, and exemplary customer service.
- Willing to participate in ongoing training in regards to site history and interpretation; is open to facilitating conversations about difficult history. Open to continued learning and education.
- Work along-side volunteers and willing to support their efforts.

ADA Compliance:

- **Physical Ability:** Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (20-50 pounds). Tasks requires the ability to stand and or walk for lengths of time and climb stairs.
- **Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals.
- Tasks require the ability to communicate orally and clearly on a regular basis.
- **Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature and noise extremes, or rude/irate customers. Job functions may take place both indoors and outdoors, subject to various weather conditions and environments.
- The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.