



SOUTHERN OREGON
HISTORICAL SOCIETY

We're
Hiring

Children's Heritage Festival Coordinator

Children's Heritage Fair Coordinator



MISSION: To make history come alive by collecting, preserving and sharing the stories and artifacts of our common heritage.

POSITION: Children's Heritage Fair Coordinator

STATUS: Part-Time (\$20/hr for Maximum of 150 hours between Feb 1 and May 31, 2023)

REPORTS TO: Executive Director

WORKS WITH: SOHS Curator, Hanley Farm Mgr, Volunteers

SUPERVISES: Volunteers

DUTIES AND RESPONSIBILITIES

1. Prepare for and coordinate Children's Heritage Fair. This year will be the 36th anniversary of CHF. It is a hands-on half-day of activities for 4th grade classes as a culmination of their study of the Oregon Trail. In recent years activities have included: packing the wagon for the trip west, grinding flour and making flat bread, making candles, doing laundry, roping cattle, and carrying water. In three days in May about 30 classes with their teachers and chaperones participate.
2. The CHF Coordinator will work closely with the SOHS Curator of Collections to plan the interpretive content of the event, and with the Hanley Farm Manager to plan and execute the event.
3. Become familiar with the program and materials available at SOHS. Decide on the schedule and fees. (about 20 hours in February includes meeting with the Hanley Farm Event Planning Committee and touring the facilities and seeing the materials available.)
4. Contact Fourth Grade classes and develop an equitable way for them to make reservations as there are often more classes that wish to come than we can accommodate. (about 30 hours in March)
5. Decide what materials will be used and needed to repair or obtain. Solicit donations or supplies or arrange for their purchase. Determine the volunteers that will be needed and work with the Hanley Farm Event Planning Committee to solicit volunteers. Arrange for training for volunteers. (about 30 hours in April)

6. In the first two weeks of May, hold volunteer training, arrange for set up of all materials, collect donations and do all last minute preparations. (about 20 hours)
7. Direct Children's Heritage Fair May 17-20. Final set-up will be done on May 16, with take down May 21. (about 40 hours)
8. Send out thank you notes to all donors and volunteers. Write up final reports. Secure all materials for subsequent years. (10 hours during the last week of May)

There is some possibility of extending this position to include Children's Harvest Fair in September which is a similar one-day event for 3rd graders.

It is also expected that:

1. All activities will meet Oregon State Curriculum Standards and are consistent with the mission of SOHS.
2. There is a \$500 budget for supplies and repairs, but all expenditures and donation requests must be approved by the Executive Director before purchase.
3. Be aware of and comply with the responsibilities outlined in the SOHS Operations Manual and Hanley Farm Docent Training Manual.
4. Represent the Southern Oregon Historical Society as both an on-site and outreach ambassador responsible for promoting society resources, programs and services.
5. Instruct and monitor those using and caring for materials and equipment.

EDUCATION AND EXPERIENCE

1. AA degree or higher.
2. Three or more years of experience with educating groups of children.
3. Demonstrated ability to manage events.

SKILLS AND ABILITIES

1. Excellent communication skills
2. Ability to manage events and volunteers positively
3. Comfortable with use of Excel, Word and E-Mail
4. Knowledge of Oregon State Curriculum Standards is a plus
5. Ability to lift and carry 30 lbs.
6. All SOHS employees must be fully Covid vaccinated.

BACKGROUND CHECK: The Southern Oregon Historical Society (SOHS) strives to provide a safe study, work, and living environment for its staff, volunteers and visitors. To support this environment and comply with applicable laws and regulations, SOHS conducts background checks. The type of background check conducted varies by position and can include, but is not limited to, criminal (felony and misdemeanor) history, sex offender registry, motor vehicle history, financial history, and/or education verification. Background checks will be conducted when required by law or contract and when, in the discretion of SOHS, it is reasonable and prudent to do so.

EEOC: SOHS is committed to providing an environment that is free from discrimination and harassment based on race, age, creed, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, gender identity or expression, or pregnancy. SOHS is an equal opportunity/equal access/affirmative action employer fully committed to achieving a diverse workforce and complies with all Federal and Oregon State laws, regulations, and executive orders regarding non-discrimination and affirmative action.

VACCINATION STATUS: Only individuals who are fully vaccinated against Covid-19 are eligible for employment by SOHS.



Southern Oregon Historical Society

Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State ZIP Code

Phone: _____ Email _____

Date Available: _____ Social Security No.: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

Have you ever worked for this company? YES NO If yes, when? _____

Have you ever been convicted of a felony? YES NO Birthdate _____

If yes, explain: _____

Education

High School: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Diploma: _____

College: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

Other: _____ Address: _____

From: _____ To: _____ Did you graduate? YES NO Degree: _____

References

Please list three professional references.

Full Name: _____ Relationship: _____
Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Full Name: _____ Relationship: _____

Company: _____ Phone: _____

Address: _____

Previous Employment

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Company: _____ Phone: _____

Address: _____ Supervisor: _____

Job Title: _____ Starting Salary:\$ _____ Ending Salary:\$ _____

Responsibilities: _____

From: _____ To: _____ Reason for Leaving: _____

May we contact your previous supervisor for a reference? YES NO

Military Service

Branch: _____ From: _____ To: _____

Rank at Discharge: _____ Type of Discharge: _____

If other than honorable, explain: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.

Signature: _____ Date: _____

You may submit your completed application by email to employ@sohs.org

OR

By US Mail addressed to:

Employment
Southern Oregon Historical Society
106 N. Central Ave., Medford OR 97501