



POSITION ANNOUNCEMENT

SNOQUALMIE FALLS HISTORIC AREA COORDINATOR

\$16.00 per hour

Closes: Friday, May 5, 2017 @ 5:00 p.m.

SUMMARY:

This is a seasonal position for approximately 4 months, under the direct supervision of the Community Development Director. Incumbent will provide daily oversight of seasonal interns to include training and supervision, in the arena of tourism, historic education, outreach, marketing and other services related to Snoqualmie Falls Historic Area. Provides presentations and develops/interprets facility educational materials and exhibits. This is an excellent opportunity for someone with an interest in the tourism and marketing profession.

SCOPE OF RESPONSIBILITY:

Leads individual and group discussions within the Historic Area; delivers verbal presentations to visitor groups/organizations; and hosts special visitors and public officials when required.

Prepares and provides informational material and community packets for distribution at the Historic Area and Snoqualmie Falls Park.

Meets with key tourism operators to promote the Historic Area as one of the City of Snoqualmie's tourist destinations.

Coordinates the Historic Area's scheduling in support of community events calendar.

Conducts outreach to targeted audiences including educational organizations, in promoting/sustaining Snoqualmie Falls Historic Area. Provides additional outreach services for trade shows, school districts, community events and other events as requested.

Provides training and assistance to team members. Guides team members through projects. Directs team members to accomplish projects and/or daily operations.

Performs various administrative duties, such as scheduling, gathering routine information for reports, compilation of statistical data, etc.

These duties are not all inclusive, thus, there may be other duties as assigned.

EMPLOYMENT STANDARDS:

Education and Training: Associate's degree in Recreation, Tourism, History, Museum Studies or related field, or working towards a Bachelor's degree in same.

Preferred: Supervisory experience. One year of working experience in related field.

Licensing and Certification: Valid Washington state drivers license with a good driving record. Certification in First Aid/CPR, desirable.

Knowledge and Abilities:

Knowledge of planning, organization & direction of tourism & recreation functions.
Knowledge of principles and processes for providing high-quality customer services.
Must possess effective public relations techniques and principles, including skill in working with diverse populations and cultures.
Knowledge of presentation, marketing, and conflict resolution skills.
Knowledge, skill and abilities to lead, coach, mentor and possession of strong leadership skills.
Incumbent must be able to express ideas clearly, both verbally and in writing; strong verbal presentation and writing skills.
Ability to establish & maintain effective working relationships with fellow employees and the general public.
Ability to receive and give written & oral instructions.
Ability to self-direct activities and work independently to meet goals and objectives.

Physical Demands and Work Environment:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
Work is performed in an office setting and in the field. Walking, sitting, standing, bending and reaching is required. Hand-eye coordination and fine manipulation skills are necessary to operate computers and office equipment. Good listening skills and occasional lifting of up to 30 pounds. Some local traveling may be required. Exposure to inclement weather, dust and noise.

HOW TO APPLY:

Applicants can apply online at GovJobsToday.com. Closes Friday, May 5, 2017 @ 5:00 p.m.

The City of Snoqualmie is an Equal Opportunity Employer.

SELECTION PROCESS:

Your application packet will be reviewed and those found to be **MOST** qualified will be invited to participate in a job-related hiring interview.