

Schoolhouse History and Art Center

Job Description Form

Division/Department: Education

Location: Schoolhouse History and Art Center

Job title: Educational Director

Reports to

Title: Executive Director/Board of Directors

Level/Grade:

Professional

Type of position:

Full-time

Part-time

Contractor

Intern

Hours 20 /week

Exempt

Nonexempt

General Description:

Year round Promotion of Arts & Crafts at SHAC. Plan, teach, and organize Local and Outreach programs. These programs are throughout Rosebud County and include, but not limited to, the following areas: Forsyth, Lame Deer, Colstrip & Birney. Design and teach programs for Senior Citizens, Nursing Homes, Home Schooled children, and After School Programs, and Preschool children. Middle School and High School Programs. Grants for Education Program: Research, review, direct, collaborate with Executive Director, follow-up with current and future grant processing. Maintain current recordkeeping for in-kind donations, attendance categories, and expenditures pertinent to education programs. Develop and coordinate Speakers Program with the Executive Director. Solicit organize volunteers to help with the Education Program. Help host SHAC activities to include set up, greeting, clean-up, and participation. Cover for Executive Director in his/her absence. Other duties as assigned.

Work experience requirements:

- Two years experience preferred in education, grants, and community activity
- Familiar with Computer software including Word, Excel & PowerPoint.

Work qualifications:

- Good written and oral communication
- Highly motivated
- Travel

Education Requirements

- High school diploma or GED

Reviewed by:

Title:

Approved by:

Title:

Date posted:

Date hired: