



American Village Docent

DESCRIPTION

The American Village is a 501(c)(3) history and civic education center located on a 188-acre campus in Montevallo, AL. Chartered in 1995, the American Village campus opened in 1999 and serves Pre-K—12 and college students from throughout Alabama and the Southeastern United States. The mission is to strengthen and renew the foundations of American liberty and constitutional self-government through its innovative, engaging, and nationally recognized programs for students and the general public. More information is found at the website: www.americavillage.org.

The American Village Docent position is a part-time position which reports to the Officer for Interpretation and Deputy Officer for Interpretation. This position will begin accepting applications immediately.

PREFERRED QUALIFICATIONS: High School Diploma minimum requirement; experience with dramatic performance, leading public tours, or customer service preferred.

POSITION SUMMARY: This position is a front-line public engagement role in assisting visitors to American Village's campus and program facilities. Primary functions include orienting and guiding visitors. Other duties and responsibilities as assigned.

KNOWLEDGE/SKILL REQUIREMENTS: Professional and polite demeanor; excellent interpersonal communication skills; clear diction and strong audible vocal delivery; ability to cope successfully with a timed experience environment requiring the coordinated movement of up to 100 people from one space to another.

SCOPE OF WORK:

Essential Duties and Responsibilities:

General Campus

1. Responsible for engaging and leading visitors on guided tours.
2. Docents provide scripted information to assist visitors regarding program content, experience options, directions and other pertinent information.
3. Assists Officer for Interpretation elsewhere as needed.

Physical Demands and Work Environment:

Working Schedule and Conditions

Weekly schedule will be determined based on work assignments and staffing levels.

Work is performed on a campus that is open to the public during spring, fall and winter (Sept – May): Monday – Friday from 10 am to 4 pm, with weekend hours during summer (June-July) Tuesday – Saturday from 10 am to 4 pm. During these times the Village is actively serving visitors so professional demeanor/behavior/dress is required. The position is based both indoors and outdoors. Standing for periods of time during group/visitor engagement is customary. Repeat use of vocal instructions over several hours is customary.

About Employment

The American Village is an “at-will” employer under state law

Smoke- and drug-free campus

Some weekend and holiday work is required

Before employment a person must certify he/she has no criminal conviction(s) for crime(s) of moral turpitude

The American Village is an equal opportunity employer

Compensation

This position is a seasonal part-time position based on four operating seasons of visitation—Fall, Winter, Spring, and Summer. Hourly compensation level is currently at \$15 per hour.

To Apply:

By Mail – send application items below to:

American Village

P.O. Box 6

Montevallo, AL 35115

Attn: Nancy Estes/Employment

By Email – send application items below as a PDF (file size cannot exceed 9.9 MB) to nestes@americanvillage.org:

o Your cover letter addressed to Ms. Estes introducing yourself and describing your interest in this position and the American Village

o Your resume noting your education and/or experience (including previous employers and your position and responsibilities with each)

o A separate page listing three professional references (we will not contact any reference prior to an interview or before obtaining your consent)