



LOWER SIOUX INDIAN COMMUNITY

JOB DESCRIPTION

Position: Lower Sioux Agency Assistant Site Manager

Department: Tribal Historic Preservation Office

Reports To: Site Manager

Status: Part Time, Open Season (May-October): 20-25 Hrs/week
Occasional, Off Season (November-April)

Salary: Based on Experience

Submit Applications To: *Karen Swann*, P.O. Box 308, Morton, MN 56270 or

karen.swann@lowersioux.com

Essential Duties and Responsibilities:

- Manages approximately 3 site employees and approximately 10 volunteers on a day-to-day basis; supervises interns and contractors as assigned.
- Coordinates daily operations of the Lower Sioux Agency Historic Site
 - Creates monthly & daily employee and volunteer work schedules, guaranteeing sufficient staff levels at all times of operation, and meeting the daily demands of the program.
 - Maintains daily rosters and statistics, collects and checks timesheets, and conducts payroll record keeping for site employees.
 - Prepares reports as assigned (site attendance, payroll service time, pet cash, daily & monthly sales) and submits them to the site manager.
 - Assists the site manager in booking tours, completing pre-visit and post-visit reports and submitting them to the site manager.
 - Assists in regular maintenance of the site property; outdoor and indoor, including but not exclusive to lawn care, restroom cleaning, display care, and other related duties.
- Responsible for hiring and training of interpretive staff (in coordination with Site Manager)
 - Provides new and ongoing training of interpretive staff, including training sessions and revising components of training manual.
 - Studies and masters program related historical materials.
- Coordinates volunteer program
 - Interviews candidates and screens for suitability in volunteer program.
 - Records volunteer hours.
- Participates in annual and long-range planning of the historic site
 - Assists Site Manager in off-season research for display renovation.
 - Researches independently for general site development.

Minimum Qualifications:

- High school diploma or equivalent.
- Strong interpersonal and oral communication skills.
- Strong interest in pre-contact American Indian cultures, prairie ecology, and education.
- Strong customer service background.
- Able to work a varied schedule including weekdays, weekends, and holidays.
- Able to attend mandatory training sessions, continued training and staff meetings during the work year.
- Ability to master assigned program information and activities and present it according to interpretive or learning objectives.
- Able to lift/pull fifty pounds.
- Able to walk several miles or more a day in a variety of weather conditions including heat, wind, rain, cold.

Desirable Qualifications:

- Some college course work in biology, anthropology, archaeology, American Indian culture, education or related fields.
- Knowledge of Plains Indian culture and history; and prairie ecology.
- Experience in performing research and using acquired information.
- Experience in teaching, museum interpretation, or storytelling.
- Demonstrated experience working with diverse audiences of varying cultural backgrounds, ages, and abilities.
- Experience with resale operations including the use of a cash register.
- Computer skills.

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be constructed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.