

HAINES BOROUGH
HAINES, ALASKA
PUBLIC NOTICE

POSITION OPENING

**Education Coordinator
Sheldon Museum**



The Haines Borough is accepting applications for candidates to fill the part-time position of Museum Education Coordinator. This position reports to the Museum Director and works 20 hours a week for 8 months, coinciding with the school year. Primary responsibilities include planning and implementing educational programs for school groups, facilitating the Tlingit Language Class and the History Day contest, planning educational programs for adults, and participating in the interpretive planning of permanent exhibits as part of the Exhibits Committee.

Minimum Qualifications: Bachelors degree with focus on education, or the equivalent; or training in museum education; two years experience in a museum setting and/or school classroom; ability to work a flexible schedule that will sometimes include weekends, evenings and holidays; good interpersonal oral and written skills; and good general physical health including the ability to walk up and down stairs.

Wage and Benefits: Starting wage is \$15.62 per hour with SBS (in lieu of Social Security); union position subject to an initiation fee, union dues, and a PERS percentage. Does not qualify for medical insurance benefits. All new employees are subject to a probationary period.

Application Deadline: 5:00pm, Monday, July 9, 2012, or thereafter until filled.

Application Procedure: Submit, via mail, fax, or email, a completed Haines Borough application form. The application and job description may be found at www.hainesborough.us or by contacting:

Julie Cozzi, MMC, Borough Clerk
P.O. Box 1209, Haines, AK 99827
Haines Borough Administration Building, 103 E. Third Ave.
907-766-2231, ext. 31
Fax: 907-766-2716
jcozzi@haines.ak.us