



Employment Opportunity

Weekend Support

Carroll County Farm Museum

\$10.10 hourly salary

Contractual 15 hour position

Rotating weekends July – December 31st

Apply By: Friday, July 20, 2018 @ 5:00 p.m.

GENERAL RESPONSIBILITIES

Manage visitor admissions at the Farm Museum on weekends from April 1st to December 31st. Works with Museum staff to be sure visitors have a positive experience. Answer phones and provide information about Museum events. Assist with other projects as directed by Museum staff

ESSENTIAL TASKS include the following; other duties may be assigned.

1. Open the Farm Museum's Administrative Office from 9 a.m. to 4 p.m. Saturdays and noon to 4 p.m. Sundays on alternating weekends from April 1 to December 31. This is a shared position, so applicants are not required to work every weekend during this time period.
2. Take payment for and keep accurate record of admissions.
3. Balance office register.
4. Assist staff to assure that Museum displays, restrooms, etc. are open and ready for guests.
5. Under direction of Museum staff, work with wedding parties and other private parties -- as needed -- to be sure events run smoothly.
6. Report any immediate maintenance problems to staff on premises or designated "on call" employee.
7. Be proficient in Microsoft Office programs including Outlook and Word

EDUCATION AND EXPERIENCE

1. High school diploma or general education diploma (GED)

SPECIAL REQUIREMENT

1. Requires criminal background check as condition of employment

A Carroll County Government job application is required for this position.

Apply on-line: ccgovernment.carr.org

Call the Carroll County Job Hotline at (410) 386-2020 to request an employment application or call (410) 386-2129 for employment inquiries

Posted: 7/09/18
(19-01)

Carroll County is an equal opportunity employer