



Position Title	Part-Time Field Trip Educator
Immediate Supervisor	Director of Education and Outreach
Work Schedule	Primarily weekday mornings, some weekends
Position Status	Part-Time 10-25 hours per week

The mission of the Spartanburg County Historical Association is to preserve and promote the rich history of Spartanburg County through education, community involvement, and sustainability. As part of its mission, the Spartanburg County Historical Association manages three historic sites: Walnut Grove Plantation, the Historic Price House, and the Seay House. Each property recounts a unique portion of Spartanburg County history and offers tours, events, and educational programming throughout the year. We encourage applicants interested in furthering our mission, especially in regards to educating the youth of Spartanburg and surrounding counties, to apply.

Primary Position Description

The Part-Time Field Trip Educator will be part of the team leading groups of students through educational experiences at Walnut Grove Plantation. You will be giving tours through historical buildings and teaching living history activities. There will also be opportunities with the Seay House, Downtown Walking Tours and Traveling Trunks. The position works closely with other Part-Time Field Trip Educators, as well as the Director of Education and Outreach. An ideal candidate will be someone who is warm, outgoing, knowledgeable about South Carolina Educational Standards, is passionate about local history, flexible and able to interact with people from all backgrounds.

Description of Work/Primary Job Factors:

Leading Tours

- Make history come alive!
- Lead groups of children and adults through historic buildings while teaching about the families that lived there and life during the appropriate time periods
- Make sure that key pieces of information are disseminated in a manner that is relatable to the age group
- Ensure that groups are kept to the times on their itineraries

Living History Activities

- Engaging students in activities that transport them to another time
- Gathering and maintaining the necessary materials for each activity
- Responsible for following lesson plans while maintaining flexibility to allow for unexpected occurrences
- Collaborate with other Part-Time Field Trip Educators and Director of Education and Outreach on best practices for each activity

**Other duties**

- Monitoring spaces to ensure safety of all guests
- Maintaining the cleanliness of all spaces used by field trips
- Operate Square software for gift shop sales

Competencies

- Minimum 2 years of college completed in History, Education or related field, or equivalent relevant experience
- Demonstrated ability to use Google Workspace applications
- Must be able to work independently and be punctual
- Organized, efficient, and detailed oriented
- Excellent conversational skills with a knack for storytelling

Training

- Must be able to attend training, which will include some shadowing of tour guides on Saturdays and/or Sundays

Physical requirements: 3+hrs of standing, walking, talking and climbing some stairs. Able to lift up to 30 lbs.

If you are interested in applying for this position, we ask that you send your resume with a cover letter to lauren@spartanburghistory.org. Resumes will be accepted until the position is filled.