

## Programs Manager (Part-Time, Contract Position)

### Job Description

The Programs Director for the Long Valley Preservation Society is responsible for the oversight of a variety of programs and events, which support the Long Valley Museum complex at Roseberry.

### Key Responsibilities

- Coordinate volunteers to cover all necessary tasks including hosting the museum and store, event support, building maintenance and other tasks as needed.
- Actively promote the volunteer program through local publicity channels.
- Work with all local school classes in McCall and Donnelly to provide exceptional field trip and research opportunities to meet their core requirements on Idaho history.
- Organize and oversee the Annual Volunteer Open House in May.
- Organize and oversee the Roseberry Arts and Crafts Fair (Saturday of July 4<sup>th</sup> weekend).
- Organize and oversee the Wednesday Night Concert Series (every Wednesday night during July and August).
- Organize and oversee the Annual Pioneer Picnic (the 3<sup>rd</sup> Sunday in August).
- Organize and oversee the Old Fashioned Ice Cream Social (Saturday of Labor Day).
- Organize and oversee the Volunteer Thank You Dinner.
- Run the Brick Walkways Fundraisers including marketing, sales, ordering, and installation of all donor bricks.
- Provide opportunities for volunteer recognition including but not limited to the Volunteer Open House and Thank You Dinner, and personal correspondence via thank you notes or phone calls.

### Job Requirements

Successful applicants will possess a minimum of the following requirements:

- **Education:** H.S. diploma mandatory, secondary education and bachelor's degree preferred.
- **Experience:** Previous experience supervising employees or volunteers, and event coordination preferred.
- **Special Skills:** Excellent communication skills, ability to work independently and exceptional organizational skills necessary.

### Physical Requirements

The job consists mainly of office and computer based tasks. The Programs Manager will however, be asked to spend up to 8 hours standing and walking on uneven ground, in temperatures ranging from 50 – 80 degrees, on event days.

### **Pay Scale and Employment Calendar**

- **October – March** = \$300 / mo. Up to 20 hrs. / mo. (\$1800)
- **April – September** = \$1200 / mo. Up to 80 hrs. / mo. (\$7200)

**Total** = not to exceed \$9,000 annually

### **To apply, please submit the following:**

- **Cover Letter**
- **Resume**
- **3 Letters of Recommendation**

Applications can be emailed to: [info@historicroseberry.com](mailto:info@historicroseberry.com) and [lmchronic@gmail.com](mailto:lmchronic@gmail.com)

Applications may be mailed to: PO Box 444, Donnelly, ID 83615

**Deadline:** Friday, Nov. 9