



J O B D E S C R I P T I O N

POSITION: **PATTERSON HOUSE DOCENT (RECREATION LEADER)**

WAGE: **\$11.00 - \$11.50 - \$12.03 - \$12.58 - \$13.16 PER HOUR**

JOB DESCRIPTION

The Patterson House Docent schedules and supervises Patterson House tours and performs other duties as assigned in the absence of the Patterson House Manager. The Docent works from two to five weekend days per month, and some holidays, April through December.

EXAMPLES OF DUTIES (This is a general description of duties and is not all-inclusive)

- Supervise Patterson House Volunteers
- Prepare tour tickets and tour schedules, including collecting fees
- Provide interpretative public tours as needed in period costume
- Schedule and confirm group tours
- Assist in the organization and implementation of special events and holiday programs
- Answer the telephone and assist with office work
- Provide excellent guest service and respond to questions or concerns of park visitors
- Perform other duties as assigned

SUPERVISION EXERCISED AND RECEIVED

The Patterson House Manager provides general supervision

MINIMUM QUALIFICATIONS

- Must be at least 18 years old (or graduation from High School or GED) AND one year or one summer work or volunteer experience
- Must be able to work Saturday, Sunday and some holidays, April thru mid-December (or on special occasions when Ardenwood Park is open to the public)
- Must be able to multi-task, work independently and complete tasks in a timely manner
- Must be able to provide good customer service
- Must be able to establish and maintain positive and productive relations with others
- Educational background or strong interest in history is preferred

REQUIREMENTS FOR EMPLOYMENT

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)
- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

SELECTION PROCESS

Qualified applications will be evaluated based on related experience and the quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

TO APPLY

Please send a City of Fremont Application along with a current resume to rkiehn@fremont.gov

APPLICATIONS MAY BE OBTAINED AT

City of Fremont, Recreation Services Division
3300 Capitol Avenue, Building B, Fremont, CA 94538
Or www.fremont.gov

For more specific questions regarding this position please call (510) 791-4196

THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON ANY BASIS

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.