

Job Opening

History Center Docent - Fair Oaks Historical Society

Saturday and Sunday, 10am – 4pm, \$11/hour

Duties:

1. Opens the History Center, shutting off alarm, putting out signs, turning on all lights, heat or air.
2. Sets up displays, including touch screen and turns on one of the automated programs.
3. Greets visitors, has them sign the guestbook, answers any questions they may have. Finds information or photos of any family or place they may be interested in.
4. Tentatively accepts donations of historic materials, subject to approval by the History Center Manager.
5. Records telephone name, family name, address, and/or e-mail address of any knowledgeable family member, friend or acquaintance of an old Fair Oaks family that has knowledge of a former Fair Oaks resident or historic home.
6. Does projects assigned by the History Center Manager which may include inventory, historical research, file maintenance, and scanning or copying of documents and photos,
7. Sells Fair Oaks memorabilia, books and CD's and keeps an account of money received.
8. Takes membership applications and renewals. Coordinates with the Membership Committee.
9. Keeps the Center and back room clean, neat and organized.
10. Closes Center at end of shift and puts all signs and materials away.

Qualifications:

1. Patient and friendly demeanor with all types of people.
2. Willingness to develop working knowledge of Fair Oaks history.
3. Ability to work independently.
4. Knowledge of personal computer software, particularly Microsoft Excel and Word.

For more information, contact webhost@fair oakshistory.org.