



Historic Philadelphia, Inc. (HPI)

Job Description

Title: **Program Facilitator—Part-Time**

Program Facilitators are responsible for overseeing the day-of, on-site operations of HPI's Full Day Field Trip Experience, and supervising various programs/tours including:

- Supervising groups of up to forty elementary to middle level students plus chaperones
- Ensuring the safety of students, chaperones, and other HPI staff throughout the historic district/Old City area
- Delivery of some provided historical content and leading of short, guided discussions
- Keeping groups on schedule by following provided itineraries, including lunch and bathroom breaks
- Helping groups cross streets and move between locations in the historic district/Old City area in a seamless, efficient way
- Knowing all HPI policies, especially those pertaining to the Full Day Field Trip Experience
- Assisting with transitions and keeping track of the process of the Full Day Field Trip program
- Writing and submitting reports
- Assisting with potential set-up and introductions for sit-down programs.

Program Facilitators are:

- Highly organized
- Experienced in crowd control and/or working with school-aged children
- Able to think on their feet and respond appropriately and quickly to potential problems as they arise
- In possession of strong time management skills
- Able to work as part of team
- Comfortable working outdoors in a variety of weather conditions

The ideal candidate for the Program Facilitator position has a background that includes classroom education, childcare, or other experiences working with children, as well as history, and/or guest service.

Completion of a Pennsylvania Child Abuse History Clearance is required upon hiring.

This position is part-time. Shifts are weekend and weekday, with majority of them being Monday to Friday. September to November and April to June are the busy seasons, with things slowing down during the summer months. There is an opportunity for some hours in the summer.

Pay rate: \$15.00 per hour (Full Day Field Trip Experience) and/or \$45 per walking tour, sit-down program, or group lunch.

Historic Philadelphia, Inc. is an Equal Opportunity Employer, committed to diversity in our team of employees and in the stories we tell. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender identity, sexual orientation, age, marital status, veteran status, or disability.

Send a cover letter and resume to Alyssa Meier at ameier@historicphiladelphia.org

For more information, please visit historicphiladelphia.org. No phone calls please.