

CASTLE DOCENT

GENERAL STATEMENT OF DUTIES: Conducts tours and other educational programs for the general public at the Curwood Castle. Connect with the castle's visitors and give them the best experience possible.

SUPERVISION RECEIVED: Work is performed under the general direction of an employee of a higher grade.

ESSENTIAL FUNCTIONS:

- Warmly welcome all visitors, realizing you represent Owosso.
- Be knowledgeable regarding James Oliver Curwood, Curwood Castle and the Comstock Cabin for the purpose of educating and informing visitors.
- Keep informed of current activities in the community.
- Keep the castle in order, watering plants and general tidying up.
- Perform record keeping of attendance and collection of monies for admissions and miscellaneous items. Restock items as needed.
- Perform basic security of building and contents, not allowing anything to be removed without proper authority.
- Engaging visitors in enjoyable and meaningful learning activities and discussions.
- Serve as host to groups renting buildings or grounds for various events.

Note: The functions listed above illustrate the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

JOB REQUIREMENTS:

Necessary knowledge, skills and abilities:

- Must be enthusiastic, cheerful, approachable and willing to learn.
- Experience or education in history, art or teaching can be helpful, although not required.
- Ability to work effectively alone.
- Must be able to effectively utilize technology (e.g. credit card machine).
- Willing to work a flexible schedule, including occasional weekends.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk and talk or hear. The employee is occasionally required to sit; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee may occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the office work environment is usually quiet.

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