



City of Arts & Innovation

CITY OF RIVERSIDE
invites applications for the position of:
**Museum Program
Assistant**

SALARY: \$9.00 - \$14.70 Hourly

OPENING DATE: 01/29/14

CLOSING DATE: 02/02/14 11:59 PM

THE POSITION:

This recruitment will be utilized to fill five (5) current temporary seasonal part-time, non-benefited vacancies in the Administration Division of the Museum Department. This position is grant-funded and will be primarily based at the Ameal C. Moore Nature Center at the Sycamore Canyon Wilderness Park. This recruitment will be used to fill the current vacancies and establish an eligibility list for future vacancies.

Under general supervision, to assist in Museum program administration; to assume overall program control and supervision in absence of professional staff; and to do related work as required. Incumbents may be assigned to Special Events, School Programs, or Museum Volunteers.

WORK PERFORMED:

Typical duties may include, but are not limited to, the following:

- Assist in the planning, organizing and conducting of Museum school programs and special events.
- Assume full operational control of program in absence of professional staff.
- Plan, organize and supervise group activities within Museum program areas.
- Teach and instruct in various program activities as needed.
- Assist with organization, recruitment and support of Museum volunteers.
- Assign and supervise subordinates in leading and participating in program activities.
- Supervise the use and care of Museum program objects and equipment.
- Prepare and maintain a variety of records and reports of programs and facility activities.
- Care for and feed the Nature Lab collection.

QUALIFICATIONS:

Education and Experience:

Education: High school graduation or satisfactory equivalent. The completion of one year of college 30 semester units may substitute for one year of experience.

Experience: At least two years of experience in group activity leadership.

Highly Desirable Qualifications:

Experience leading educational and/or environmental stewardship group activities.

Experience writing a blog and/or updating social media sites, including Facebook, Twitter and Instagram.

Experience recruiting and/or supervising volunteers.

Bilingual in Spanish.

Must be willing to work weekends. Must have the ability to work evenings on occasion.

SELECTION PROCESS:

Candidates meeting the minimum qualifications will be placed on an eligibility list which will remain in effect for six (6) months. Candidates will be screened further, and those meeting additional highly desirable qualifications may be invited to compete in a written, performance and/or oral exam.

The final candidate(s) will be required to successfully pass an extensive background investigation, verification of work experience, and submit an official copy of educational transcripts verifying obtained degrees or certificates as indicated on the employment application.

The City of Riverside does not reimburse any expenses incurred as a result of this recruitment.

**CITY OF RIVERSIDE, AS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER,
ENCOURAGES APPLICANTS FROM DIVERSE BACKGROUNDS TO APPLY.**



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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.riversideca.gov>

3900 Main Street
Riverside, CA 92522
951-826-5808

cityjobs@riversideca.gov

Position #60641
MUSEUM PROGRAM ASSISTANT
AH

Museum Program Assistant Supplemental Questionnaire

- * 1. Please indicate the highest level of education you have completed.
- ☐ Less than High School Diploma or GED
 - ☐ High School Diploma or GED
 - ☐ Some College (Less than 29 semester or 44 quarter units)
 - ☐ Some College (At least 30 semester or 45 quarter units)
 - ☐ Associate's Degree
 - ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ PhD
- * 2. Have you completed one year of college (30 semester or 45 quarter units)?
- ☐ Yes
 - ☐ No
- * 3. Please indicate the amount of experience you have in group activity leadership.
- ☐ None
 - ☐ Less than 6 months
 - ☐ 6 months or greater/Less than 1 year
 - ☐ 1 year or greater/Less than 2 years
 - ☐ 2 years or greater/Less than 3 years
 - ☐ 3 years or greater/Less than 4 years
 - ☐ 4 years or greater/Less than 5 years
 - ☐ 5 years or more
- * 4. Are you a current City of Riverside employee?
- ☐ Yes
 - ☐ No
- * 5. Do you have second language skills in Spanish?
- ☐ Yes
 - ☐ No
- * 6. Are you available to work weekends?
- ☐ Yes
 - ☐ No
- * 7. Are you available to work evenings?
- ☐ Yes
 - ☐ No
- * 8. Do you have experience leading educational and/or environmental stewardship group activities?
- ☐ Yes
 - ☐ No
- * 9. Do you have experience writing a blog and/or updating social media sites, including Facebook, Twitter and Instagram?
- ☐ Yes ☐ No
- * 10. Do you have experience recruiting and/or supervising volunteers?
- ☐ Yes ☐ No

* 11. Please indicate your availability to work. (Please check all that apply.)

- ☐ Days
- ☐ Evenings
- ☐ Weekends
- ☐ Rotating Shifts
- ☐ Flexible Shifts
- ☐ Holidays

* 12. What type of work are you willing to accept? (Please check all that apply.)

- ☐ Full-time
- ☐ Part-time
- ☐ Temporary

* Required Question