

Summer Educational Assistant

**William Butterworth Foundation
1105 8th Street
Moline, IL 61265**

Organization Mission and Background

The William Butterworth Foundation is dedicated to leveraging its strong heritage and valuable resources to actively support artistic, charitable, cultural and educational endeavors that enhance the quality of life for individuals and families in the greater Quad Cities community.

Katherine Deere Butterworth's community involvement and philanthropy led her to establish the William Butterworth Foundation in memory of her husband. Two historic homes, once belonging to John Deere's descendants, are now operated by the William Butterworth Foundation. The sites, Butterworth Center & Deere-Wiman House serve as year-round sites for 1) quality educational and cultural events; 2) tours for local, national, and international visitors; and 3) meeting space for non-profit organizations valued at over \$300,000 annually.

Position Summary

The Summer Educational Assistant, under the supervision of the Director of Programs & Collections, supports programming for children and families at the Butterworth Center & Deere-Wiman House. Through direct experiences with the public and preparation for activities, the Summer Educational Assistant will gain valuable experience in educational programming, tours, and event management.

Salary Status: Hourly, Summer Temporary (June – July, August optional)

Salary Range: \$10/hour

Reports to: Director of Programs & Collections

Supervises: None

Work Schedule: Varies, 150 hours – 200 hours; schedule based on programs (see below) and employee availability.

Job Duties:

- Work directly with K-5 students from Quad City area daycare programs, assisting in activities and curriculum taught by Director of Programs & Collections. Must be available from **June 26** through **July 25**, working 8:30 am to 2 pm most

weekdays. **(No camp July 1-5.)**

- Assist in preparing for and staffing summer events.
 - Music on the Lawn Concerts (**June 14; July 12**, 8 am to 8 pm) – Free children’s and family-friendly outdoor concerts for hundreds of local daycare students, held on the lawn at Deere-Wiman House.
 - Blossoms at Butterworth (**June 25**, 10 am to 6 pm) – a free family event that features outdoor music, refreshments, old-fashioned games and activities, and tours of both Deere family homes, as well as the local historic Overlook Neighborhood.
- Train for and act as a docent on Sunday afternoons from July 9 through August 27 (1p - 5p), and as needed during the regular work week, for tours of both historic homes. (Sunday availability not required, but preferred.)
- Participate in additional opportunities—if the Summer Educational Assistant is interested and time permits—by assisting the Director of Programs & Collections with specialized duties, such as managing collections or drafting short Facebook posts about artifacts in the collection, architectural features of the historic sites, or history of the Deere families.

Workplace culture –work proactively and strategically to promote a positive organization culture.

- Promote a team atmosphere through collaboration, cooperation and clear communication.
- Strive for overall workplace success by prioritizing the mission and goals of the organization first; supporting fellow staff members/team, second; and placing individual job responsibilities third.
- Treat all people (including staff members, visitors, volunteers, and community contacts) with respect at all times.
- Provide an excellent experience to the public through fielding questions about the operations, mission and history of Butterworth Center & Deere-Wiman House.
- Help visitors find the resources they need or locate an event they wish to attend.
- Work alongside staff at all Foundation community events.

Please note, this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the Summer Educational Assistant. Duties, responsibilities and activities may change at any time.

Required Qualifications

- Ability to stand, sit and kneel for long periods of time
- Ability to pass background check, particularly as related to sexual and child endangerment offenses
- Effective oral communication
- Familiarity with Microsoft Word, Google Mail and Calendars
- Available to work most days listed in description

Ideal Candidate Strengths/ Preferred Qualifications

- Excellence in oral and written communication
- Experience working with children in informal learning setting
- Available to work for all days listed in description and Sunday tours
- Available for internship or graduate assistantship in Fall 2017 developing a self-guided tour of the site.
- Strong commitment to personal lifelong learning
- Familiarity with PastPerfect collections management software and Facebook

Working Environment

- Classroom environment in historic space
- Outdoor exposure to all environmental and weather conditions (heat, direct sun, rain, insects, etc.)

Preferred Education/Experience:

- Museum studies or education course work at the college level

Additional Information

For more information about the William Butterworth Foundation, visit www.butterworthcenter.com.

To Apply

Submit a cover letter, resume, and contact information for three professional references to: Gretchen Small, Director of Programs & Collections, at hr@butterworthcenter.com

Review of applications will begin May 1, 2017.