

POSITION DESCRIPTION

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| Job Title: NHD Coordinator | Date: 6/7/10 |
| Department: Education | FLSA Status: Non-exempt part-time |
| Grade/Salary Range: | Emp Grp: |
| Supervisor: Director of Education | Approved By: |

Reporting Relationships:

Reports directly to the Director of Education.

General Responsibilities:

The National History Day Coordinator will be the facilitator of and prime contact for NHD activities in Southeastern PA (Chester and Delaware Counties) working with educators, secondary school students, volunteers, funders and CCHS staff to expand the program throughout the region.

Specific Duties and Responsibilities:

- Supporting strategic planning for the NH program in Southeastern PA
- Marketing the program to schools (administrators, teachers, and parents)
- Building and maintaining relationships with educators, other Regional, State and National offices of NHD and donors
- Teaching teacher workshops
- Creating and maintaining NHD volunteer leadership committee
- Recruiting, training and placing volunteers to work with students
- Organizing competition
- Mentoring students
- Supporting funding efforts with development department, including grant content
- Partnering with regional historic education and cultural community

Qualifications:

- Passion for working with students and connecting them to history
- Knowledge of secondary education and experience with secondary level students
- Highly organized individual
- Team player with clear written and oral communications skills
- Competency in or documented ability to learn new technologies and social media
- BA required, preferably in history or American studies. Preferred: MA in education or museum studies
- Extra preference to those with experience in classroom teaching, writing curriculum, or writing grants

Work Schedule

This is a part-time position, the exact schedule of which to be determined by the NHD Coordinator with the Director of Education - total hours in a year not to exceed 435. The heaviest workload is estimated to be between August-November and January-April. Some weekend work will be required and occasional day trip travel.

Special Requirements:

- Weekend work will be required
- Business casual dress on daily basis; business attire will be required for some specific events
- Must be able to lift, maneuver or move up to 40 lbs
- Must have own transportation and valid drivers' license

This job description is intended as a summary of the primary responsibilities of and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform or of all qualifications that may be required either now or in the future.

Please send resume and cover letter to:

Barbara Miller at barbamiller@comcast.net or 225 N. High Street, West Chester, PA 19380