

# National Mining Hall of Fame and Museum Position Description

**TITLE:** Matchless Docent

**DEPARTMENT:** Curatorial

**REPORTS TO:** Curator

**FLSA STATUS:** Non-exempt

**Summary:** This Matchless Docent will advance the educational mission of the Matchless Mine and the National Mining Hall of Fame and Museum (NMHFM) by conducting tours and providing quality customer service to the general public.

**Essential Duties:** Essential job duties for this position include the following items. Other duties must be performed as assigned or required.

- Conduct engaging guided tours to visitors from all walks of life, following the accepted “story and flow” outline
- Provide accurate information about and interpretation of the Matchless Mine, the NMHFM, and the surrounding area
- Respond to guest inquiries in a courteous, professional, and timely manner
- Lead guest activities, such as gold-panning
- Inform Curator of problems and issues regarding the site in a timely manner
- Inform the Curator or Operations Manager of problems and issues in a timely manner
- Enforce strict safety regulations
- Perform light maintenance duties
- Help prepare the site to open for the summer and close for the winter.
- Work toward continuous quality improvement
- Stay current with changing technology, including software and Point of Sale programs
- Uphold, support, and promote all company policies and procedures

**Supervisory Responsibilities:**

The Matchless Docent has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, the individual in this position must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the minimum knowledge, skills and ability required.

**Education/Experience:**

- High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Extensive interest in and knowledge of mining and history preferred.

**Language Skills:**

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- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the organization.

### Mathematical Skills:

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

### Reasoning Ability:

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### Certificates, Licenses, Registrations:

- Driver's license required.

**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.

- Standing – Approximately greater than 2/3 of on-the-job time.
- Walking – Approximately greater than 2/3 of on-the-job time.
- Sitting – Approximately less than 1/3 of on-the-job time.
- Use of hands to finger, handle or feel – Approximately less than 1/3 of on-the-job time.
- Reaching with hands and arms – Approximately less than 1/3 of on-the-job time.
- Climbing or balancing – Approximately less than 1/3 of on-the-job time.
- Stooping, kneeling, crouching or crawling – Approximately less than 1/3 of on-the-job time.
- Talking or hearing – Approximately greater than 2/3 of on-the-job time.
- Tasting or smelling – Approximately less than 1/3 of on-the-job time.
- Travel – Approximately less than 1/3 of on-the-job time.
- Weight lifted/Force exerted – An average of approximately 50 pounds, less than 1/3 of on-the-job time, non-continuously.
- Physical demand requirements listed are primarily applied to ability to lift and move supplies and perform daily and seasonal opening and closing of Matchless Mine buildings, signs, and gold panning trough.
- Vision – Close vision (clear vision at 20 inches or less), Color vision (ability to identify and distinguish colors), Depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

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- Vision requirements listed are primarily applied to safe travel around the Matchless Mine site.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job.

Environmental – Exposure to potentially hazardous environmental conditions may include the following:

- Work in high, precarious places – Approximately less than 1/3 of on-the-job time.
- Outdoor weather conditions – Approximately greater than 2/3 of on-the-job time.
- Altitude above 10,000 Feet – Approximately greater than 2/3 of on-the-job time.

Noise – Exposure to sounds may include the following:

- Quiet – Approximately greater than 2/3 of on-the-job time.
- Moderate noise – Approximately less than 1/3 of on-the-job time.

**Acknowledgement:**

I understand that this position description is not an exhaustive list of all functions that you may be required to perform, and you may be required to perform additional functions. Additionally, the company reserves the right to revise the job description at any time.

I acknowledge this position description was reviewed with me and a copy was provided to me. I agree to and accept the terms and conditions and acknowledge this does not represent a contract of employment, and that employment at the National Mining Hall of Fame and Museum is employment at-will, which may be terminated at the will of either the company or myself.

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Employee Signature

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Date

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Supervisor Signature

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Date