

JOB OPENING
PART-TIME EDUCATION ASSISTANT

Applications will be received by the Human Resources Manager of the Town of Wytheville for the part-time position of Education Assistant with the Department of Museums. **Desired Qualifications:** Applicants should be able to participate in the preparation and presentation of Heritage Education Outreach Programs and Museum tours for students of all ages, be able to assist with administrative tasks for the education team, and have strong verbal, organizational, and interpersonal skills. Must be able to learn quickly and interact appropriately with children. Ability to travel to area schools and work as part of a team. Hours and schedule will vary in the range of 10-20 hours per week, with some weekend hours on occasion for special events. **Education and Experience:** Must have experience with children in an educational or recreational environment, either formal or informal. Course work in elementary education or early childhood development helpful but not required. **Required Qualification:** Possess a valid state driver's license. **Salary Range:** Dependent upon experience and qualifications. Application packages are available from the Human Resources Department in the Town Municipal Building, 150 East Monroe Street, between the hours of 8:00am and 5:00pm, or on the town's website at www.wytheville.org. Applications will be accepted until position is filled. **The Town of Wytheville is an Equal Opportunity Employer.**