

CUYAHOGA COUNTY
SOLDIERS' AND SAILORS' MONUMENT COMMISSION
ANNOUNCES THE FOLLOWING TEMPORARY SEASONAL PART TIME INTERNSHIP POSITION OPENING
FOR THE ANTICIPATED PERIOD OF 30 WEEKS FROM FEBUARY 10, 2019 THROUGH SEPTEMBER 7, 2019

Monument Intern

Soldiers' & Sailors' Monument Commission
Location: 3 Public Square, Cleveland, Ohio

Reports to: Executive Director

Hourly rate: \$10.00

Hours: Anticipated 16 weekly hours to be determined, scheduling may vary weekly and may include evenings, Fridays, Saturdays, Sundays, Mondays and special events

QUALIFICATIONS: A love of American History and the desire to learn about how to assist in the preservation and maintenance of a nationally significant Civil War Monument and to teach the public about its importance. Honorably discharged veterans preferred.

REQUIREMENTS: High school diploma or GED; good communication and research skills including ability to conduct tours and engage the Public; basic computer skills (i.e. – Microsoft Office); ability to climb and work from a 15 foot ladder, desire to work with the public and learn to operate and routinely maintain various hand and yard tools; together with basic handyman skills including painting and gardening.

RESPONSIBILITES: Under the direction of the Executive Director and the President of the Commission and working under the guidance of the full time Monument employees and working with the volunteers, the successful candidates will participate with guidance in:

- 1) Planning and supporting the organization and implementation of the Monument's 125th Anniversary Events
- 2) Safeguarding the Monument, its property and collections.
- 3) Guiding visitors, communicating with the Public by telephone and on-line and addressing inquiries; handling retail sales; conducting and assisting with designated research projects of the Monument;
- 4) Caring for, cleaning , and routinely maintaining the Soldiers' and Sailors' Monument and its Grounds; tasks include, but are not limited to: collecting and disposing of rubbish; weeding; laying out and installing flowers for designed gardens with weeding and care thereafter; removing snow and ice from the steps, esplanade and walkways; caring for, cleaning and maintaining the interior of the Monument, including the basement, first floor cabinets, glass storm doors, brass rails, bronze doors and grills, reliefs, busts, medallions and lighting fixtures; maintaining custodial supplies and equipment.

APPLICATION PROCEDURE:

Please submit resume, cover letter which specifies the period of Internship being applied for and, if applicable, copy of DD-214 or other proof of Honorable Discharge Certificate to:

Soldiers' and Sailors' Monument Commission
Attn: Tim Daley, Executive Director
401 Euclid Ave., Suite 46
Cleveland, Ohio 44114
OR
tdaley@cuyahogacounty.us

ALL OFFERS ARE CONTINGENT ON PASSING A DRUG TEST AND CRIMINAL BACKGROUND INVESTIGATION

Resume must be received by 4PM on Friday, January 4, 2019

Equal Opportunity Employer – Smoke-free and Drug-free Workplace