**Visitor Services Representative/Interpreter**
Newlin Grist Mill, Glen Mills, PA

The Newlin Grist Mill is seeking applications for the position of Visitor Service Representative/Interpreter. We are looking to fill two positions.

The Visitor Service Representative/Interpreter is a part-time position that provides quality experiences for Newlin Grist Mill visitors. This position staffs the site on Saturdays and Sundays, with the option to work occasional weekdays. Duties include interpreting the working 1704 Grist Mill and 1739 Miller's House, staffing the Visitor Center, carrying out opening and closing procedures, providing basic care for the site’s education animals (toad, snake, and turtles), monitoring the seasonal fishing program, performing basic security checks throughout the day, overseeing weekend rentals, and providing exceptional customer service.

The Visitor Service Representative/Interpreter must be enthusiastic, provide excellent customer service, successfully communicate with the public, and work well with other staff and volunteers. Candidates should be team players, need to be able to understand and carry out written and oral instructions, and be able to work independently with minimal supervision. An interest in history and the environment is a must.

Pay rate is $10.00 per hour.

Work hours: Saturdays and Sundays two to five days per month, very flexible scheduling. Occasional hours available during the week.

About the Organization:

The Newlin Grist Mill is a private non-profit foundation dedicated to preserving a 1704 grist mill and its surrounding 160-acres of open space. The Nicholas Newlin Foundation was established in 1960 by E. Mortimer Newlin, a ninth generation descendant, to restore and maintain the mill as a museum. The Newlin Mill Park, one of the last remaining open spaces in Delaware County, operates for the pleasure and education of the public and serves as a refuge for plants, animals, and birds, as well as the park’s historic buildings.

To apply, please send resume and cover letter to Executive Director Tony Shahan at info@newlingristmill.org or Newlin Grist Mill, 219 S Cheyney Road, Glen Mills, PA 19342.

The Newlin Grist Mill is an equal opportunity employer.