

# Town of Marblehead

Mary Alley Building, 7 Widger Road, Marblehead, MA 01945  
781.631.1705

## *Human Resources*



### **TOWN OF MARBLEHEAD JOB POSTING**

The Recreation and Parks Department, under the Select Board has an opening for a Fort Ranger.

**Position Title: Seasonal – Fort Ranger**

**Grade/Salary: Seasonal, Step 23 \$658.90 - \$741.52 weekly**

Applications will be received at the Human Resource Department, 7 Widger Road, Mary Alley Building, until May 6, at 8:00 a.m. Anyone having questions concerning this position should contact Human Resources at 781-631-1705 extension: 59. Please see the attached Position Description for details of this position. Posted: February 8, 2024.

Copies:

Abbot Public Library  
Accounting Office  
Building Department  
Cemetery Department  
Council on Aging  
Engineering Department  
Finance Department  
Fire Department  
Forestry Department  
Harbor and Waters Department

Health Department  
Marblehead Municipal Light Department  
Payroll Office  
Police Department  
Public Works Department  
Recreation and Park Department  
School Department  
Selectmen's Department  
Town Clerk's Office  
Treasurer's Office

# **TOWN OF MARBLEHEAD**

## **POSITION DESCRIPTION**

<b>Title: Fort Ranger</b>	<b>Number:</b>
<b>Department: Select Board</b>	<b>Date: 1/9/2024</b>

**[Click here to Apply](#)**

### **SUMMARY:**

We are seeking a friendly and knowledgeable Fort Ranger to provide visitors to historic Fort Sewall with an exceptional experience while visiting. In this role, you will be responsible for engaging visitors for the duration of the tour, sharing interesting facts about the history of Fort Sewall, including the various historical markers and answering any questions they may have. You may also be asked to provide helpful tips on other attractions or restaurants in the area to help ensure visitors enjoy their time in Marblehead.

The Fort Ranger will be provided a script with details about the history of Fort Sewall and will receive training in how to conduct tours. The Fort Ranger is expected to review and absorb the script to be able to provide a fluid tour experience. It is expected that the Fort Ranger will work with their Supervisor to develop a schedule of planned tours each day. During other times the Fort Ranger will be available to interact with the public, share information about the Fort and answer questions.

Responsibilities include opening and closing the interior of the Fort and conducting guided tours for visitors, answering questions for those visitors, ensuring their safety and the integrity of the Fort. Applicants for the Fort Ranger position should enjoy working with the public and have an interest in history. Work is to be performed in a designated area, and in the field during all seasonal weather conditions. The conditions may be uncomfortably hot or cold with shelter being available in the Fort rooms if necessary. Requires continuous concentration and composure during emergencies and/or high-volume periods.

Background: The Fort Ranger Program will be a new and unique addition to Marblehead and will greatly enhance the benefit of a visit to the Fort. The Fort is visited more than 50,000 times per year (based on sample counts throughout the year). The summer is the busiest because of holidays, weather, tourism, etc. and will enhance the visitor experience of many people.

### **DUTIES AND RESPONSIBILITIES:**

*[The general duties and essential functions listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.]*

#### **1. Tour Duties**

- a. Greet all guests promptly when they visit Fort Sewall
- b. Outline the tour and timeline before beginning
- c. Determine if any guests have physical restrictions that should be considered
- d. Clearly and articulately provide information to guests in an engaging manner
- e. Answer any questions that the guests have
- f. Demonstrate extensive knowledge of Fort Sewall and related topics
- g. Remain calm, friendly, and enthusiastic at all times
- h. Escort guests through the tour, taking breaks as needed

#### **2. Prepares and submits written reports, records or other documents as required by their Supervisor. These include; employee time sheets and Fort Ranger daily log. Responsible for ensuring that inventory of Fort Sewall books is maintained for distribution to Fort visitors.**

3. Wears uniforms assigned to him/her and in a manner prescribed by their Supervisor.
4. Oversees the operation of Fort Sewall for recreational use; patrols area to ensure compliance with safety, town by-laws and other regulations. Contacts other agencies for immediate response if dictated by the circumstances.
5. Maintains good public relations with residents and visitors.
6. Reviews policies relating to Fort Sewall programming and makes recommendations for improvement of same; at season's end, prepares recommendations for next year.

**PREFERRED BACKGROUND:**

- Knowledge of the history of Fort Sewall and familiarity with script provided to conduct tours of the Fort.
- Able to memorize and recite facts clearly and accurately.
- Experience with public speaking is a plus.
- Excellent communication skills.
- Moderate physical effort generally required. Frequently required to spend several hours standing, sitting and walking in various weather conditions. Physical mobility required to lead groups on tours of Fort.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10 AM – 5 PM	1 – 5 PM	1-5 PM	1-5 PM	1-5 PM	1-5 PM	10 AM – 5 PM

- Fort Ranger program planned to run June 2 through August 31 (13 weeks) with potential weekends in May and September through Columbus Day.
- Plan to hire 2 Fort Rangers and coordinate schedule coverage between them.