

**CUYAHOGA COUNTY  
SOLDIERS' AND SAILORS' MONUMENT COMMISSION  
ANNOUNCES THE FOLLOWING FULL TIME POSITION OPENING**

**Monument Interpretive Guide / Caretaker**  
Soldiers' & Sailors' Monument Commission  
Location: 3 Public Square  
Cleveland, Ohio 44114

Reports to: Executive Director  
Hourly rate: \$12.50  
Hours: 40 per week is anticipated, scheduling may vary weekly and by season and will include evenings, Saturdays and / or Sundays and special events

**QUALIFICATIONS:** A love of American History and the desire 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; prior successful experience working with the public; 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, operate and routinely maintain various hand and yard tools; possess basic handyman skills including painting and gardening.

**RESPONSIBILITIES:** Under the direction of the Executive Director and the President of the Commission and working with and guide other Monument employees and volunteers the candidate will participate in:

- 1) Safeguarding the Monument, its property and collections.
- 2) Guiding visitors with interpretation as required; 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;
- 3) Caring for, cleaning, and routinely maintaining the Soldiers' and Sailors' Monument; tasks include, but are not limited to: collecting and disposing of rubbish; weeding; laying out and installing flowers and 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 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 44113  
OR

[tdaley@cuyahogacounty.us](mailto: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 12, 2018**

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