



1120 Pine Grove Road • Gardners, PA 17324 • 717-486-8126 • www.atmuseum.org

A.T. Museum Manager

The Appalachian Trail Museum in Gardners, Pa. is seeking a Museum Manager. The primary responsibilities of the Volunteer Coordinator are to recruit, motivate and train volunteers and schedule volunteer docents whenever the Museum is open. The coordinator also supervises other volunteers, is the local representative of the Museum, maintains visitation and other records, and other tasks as agreed upon.

The Manager is the Museum's only staff person. We are looking for someone who seeks a leadership role and may be interested in growing with the institution.

The Museum is in its second year and continues to grow and mature. The Museum is in process of expanding the exhibit area from one to three floors. The coordinator will be one of the people involved in planning for handling the expanded area.

The Museum is open daily from noon to 4 p.m. from Memorial Day to Labor Day and on Saturdays and Sundays in the spring and fall.

The main responsibilities of the Manager are during the operating season. However, planning, recruiting and training take place year round. The coordinator will need to maintain contacts with community groups and contact persons and maintain visibility for the Museum.

Other responsibilities depend on the experience and interests of the candidate. These could include: building operations, the museum collection, fundraising, the museum store, programs and outreach to schools.

We are reviewing the current job description and the responsibilities may be divided between one or more part-time staff or volunteers.

To apply for the position, please submit a cover letter and resume to info@atmuseum.org. For additional information, please contact Larry Luxenberg at 845-708-5306, Terry Harley-Wilson or Gwen Loose.