

# The Foxfire Museum

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PRESERVING APPALACHIAN CULTURE SINCE 1966

Position: Assistant Advisor, Foxfire Summer Leadership Program

Organization: The Foxfire Museum

Hours per week: 12

Compensation: \$20 per hour

The Foxfire Museum is seeking a part-time, temporary assistant advisor for its Summer Leadership Program for local high schoolers. The program runs from June 12, 2023 through July 27th, 2023, with a mandatory student orientation on Sunday, May 21st. The position will require 12 hours of work per week during program hours, which run Monday through Thursday, 10 am until 4 pm. This position is on-site at the museum in Mountain City, Georgia.

The Assistant Advisor is responsible for supporting the Advisor in preparation and execution of the Summer Leadership Program, under the direction of Foxfire's Director of Education. The Director of Education will provide both advisors with an outline of goals and activities for the program; the part-time advisor is responsible for collaborating with the full-time advisor to develop daily curriculum and support students through the learning process by helping them design, execute and complete their projects. This individual will report to the full-time advisor and the Director of Education.

Foxfire is a heritage organization committed to the preservation and promotion of Southern Appalachian culture – its history, people, and traditions – through artifacts, oral history, and programs that interpret, document and celebrate the region, and fosters self-directed, community-based experiential learning opportunities.

Learn more at [www.foxfire.org](http://www.foxfire.org)

Primary responsibilities included but are not limited to:

- Supervise and support students who participate in the summer program, particularly in the areas of research and writing
- Help schedule and organize activities and trips for the students
- Plan and prepare relevant lessons and workshops to help students develop writing and research skills
- Provide support for full-time advisor and peer leader

- Assist students in communications with other students and interview candidates
- Help with magazine layout and editing

Qualifications:

- Applicants should have a degree in education or relevant teaching experience; candidates in pursuit of a graduate degree will also be considered
- Ideal candidates have strong written and verbal communication skills and are computer-literate
- Candidates should be self-motivated, respectful, positive, and organized
- Applicants should be comfortable in outdoor settings
- Must be able to pass a background check

How to Apply:

- Submit the following to [kami.ahrens@foxfire.org](mailto:kami.ahrens@foxfire.org), subject heading “Foxfire Assistant Advisor 2023 Application”:
  - Resume
  - Cover letter, expressing why you are interested in an internship at Foxfire
  - Names and contact info for three references

Open until filled.

\*Please note changes to position may occur to comply with developing CDC and federal guidelines regarding coronavirus pandemic