

Job Description Form

Descriptive Title: Museum Educator

Department: Education

Job Reports To: Education Program & Volunteer Manager

Exempt/Nonexempt: Non-Exempt

Type: As Needed; not to exceed .49 FTE

JOB SUMMARY

Part-time year round position. Hours between 10-25 hours per week Rate \$11.10-\$14.00/hour

CMOST is looking for dynamic educator(s) to teach participatory programs for children, the general public and groups, both on and off-site. Work hours are typically during the school day, but could include afterschool, weekends and the occasional evening. CMOST will tailor your work schedule to your availability. Experience working with children and an interest in science, technology, engineering, arts and math is required. CMOST is looking for creative, flexible educators with a sense of humor and a desire to help children find their inner scientist. Please submit your resume to ssmith@cmost.org. This position requires the successful completion of a background check.

The Educator is a team member in building community relationships; developing, leading and assessing programs and providing excellent customer service.

The duties of the museum educator include, but are not limited to:

- Enhance the museum participants experience by developing, leading and assessing interactive STE(a)M based workshops and programs, for general public, school and community programs
- Teach group programs, birthday parties, scout programs and special workshops
- In consort with the Museum's education team, engage children in STE(a)M learning by encouraging them to investigate, observe, analyze, and build in a pressure-free environment
- Assist in the facilitation and planning and implementation of the Museum's programs
- Engage the Museum's participants in a dynamic manner; providing a valuable education experience; demonstrating a high degree of professionalism
- Participate in professional development opportunities to keep current with curriculum and teaching standards and practices
- Ensure that the Museum's procedures and are followed, and maintain clean and orderly classrooms, exhibit areas and program kits.
- Other reasonable duties as assigned by supervisor.

ESSENTIAL FUNCTIONS

1. **70%** of time Enhance the museum participants experience by developing, leading and assessing interactive STE(a)M based programs.
2. **10 %** of time Collaborate on planning, implementation and evaluation of all museum educational activities, programs and events with the education team.
3. **10 %** of time Engage the Museum's participants in a dynamic manner; providing a valuable education experience
4. **10%** of time Ensure that the Museum's procedures and are followed, and maintain clean and orderly classrooms, exhibit areas and program kits

NONESSENTIAL FUNCTIONS

- Participate in opportunities to advance personal and professional growth.
- Facilitate internal communication by participating in team meetings and by sharing knowledge, skills and experience with co-workers.

- Be innovative. Seek opportunities to increase productivity and efficiency, while enhancing the financial viability of the organization.
- Use good time management techniques.

REPORTING RELATIONSHIPS

None

MINIMUM REQUIREMENTS

- BA/BS in relevant field required
- Background in Science, Technology, Engineering/Design, Arts, Math, Museum Studies, Education, or related field
- Minimum 2 years' experience developing and delivering STE(a)M experiences to children ages 0-12 in formal or informal settings.
- Excellent communication skills; timely review and response to e-communications
- Comfort with presenting to large groups.
- Excellent interpersonal skills; ability to work with multicultural, intergenerational audiences in an enthusiastic and professional manner.
- Reliable means of transportation to get to and from outreach programs as required.
- Physical environment is moderately paced and requires standing for sustained periods of time, lifting to 50 pounds and fingering associated with typical office tasks such as typing.
- This position is contingent on the satisfactory completion of a background investigation; this position may require annual background investigations.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.