



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: Early Childhood STEM Educator III - Part Time

DIRECT ACCOUNTABILITY: Early Childhood Education Manager

SUMMARY:

The Early Childhood STEM Educator III will design and implement our onsite and offsite early childhood education programs for ages birth – 6 years that integrate our education philosophy.

QUALIFICATIONS:

Bachelor's degree with four years' experience in teaching in a formal or informal educational or museum setting and previous customer service experience. Effective classroom management skills. Good communication skills and the ability to speak before large audiences. Ability to speak to early childhood ages and interact with families. Ability to engage in playful learning. Attention to safety and techniques and effectively able to control crowds. Have the ability to work under pressure in constantly changing conditions. Have the ability to stand for long periods of time. Must be available to work weekends, evenings, and holidays. Must be able to lift 50 pounds.

DUTIES AND RESPONSIBILITIES:

1. Develop and teach Early Childhood STEM classes to all grade levels that fulfill grant requirements.
2. Develop and teach early childhood educational programs daily to the general public on the museum floor.
3. Activate and take lead of the early childhood exhibit spaces such as Discovery Spot and the Sprouting STEM Early Childhood Learning Lab.
4. Work with community partners to provide excellent early childhood programming such as the Sprouting STEM program initiative.
5. Grant(s) facilitation of programs: curating programs to align with grants, materials order, record keeping, classroom implementation, evaluations, and training.
6. Develop and teach programs to children ages birth-6 years, including Family Science Nights, outreaches, labs, demonstrations, playdates, story times, theater shows, pop-up programs and other educational programs.
7. Teach home school early childhood educational workshops and parent classes.
8. Teach public and youth programs including overnights, camp-ins, and other revenue programs.
9. Curriculum development for Early Childhood Education.

10. Train staff on curriculum writing, education and programs implementation, and community outreaches.
11. Activate and maintain STEMobiles.
12. Curate and activate Educator Previews, Donor Walk-throughs, and other education showcases.
13. Train interns on educational programs such as STEMobile, Outreaches, Labs, Demos, and Makerspace activations.
14. Maintain and oversee inventory lists of supplies.
15. Provide excellent customer service to all museum guests.
16. Provide early childhood tours to audiences.
17. Must have a valid driver's license to deliver outreach programs to schools and other institutions at various locations.
18. Learn how to handle animals by taking and passing levels I, II, & III of the animal handling.
19. Greet school and recreation groups throughout the year.
20. Implement early childhood programming that aligns with traveling exhibits, films, and special events.
21. Perform these and all other duties assigned.

COMPETENCIES:

1. Written and Verbal Communication Skills.
2. Excellent customer service skills.
3. Time Management.
4. Microsoft Office advanced skills.
5. Ability to work with little or no supervision.
6. Detail oriented and excellent organizational skills.
7. Excellent analytical, critical thinking and problem-solving skills.
8. Ability to handle multiple projects simultaneously and independently.
9. Proven self-starter with demonstrated ability to make decisions.
10. Excellent relationship building, interpersonal and leadership skills.
11. Collaboration Skills.
12. Personal Effectiveness/Credibility.
13. Flexibility.
14. Technical Capacity Desired.
15. Stress Management/Composure.
16. Project Management.
17. Research skills for curriculum implementation.
18. First Aid, CPR and AED Certification within first year of start.

SUPERVISORY RESPONSIBILITY:

This position trains and supervises part time staff and volunteers during events. Responsible for coordination and implementation of programs.

WORK ENVIRONMENT:

This job operates in a fast-paced, non-formal educational museum setting. Must be able to perform the following physical behaviors repetitively throughout a shift: standing, walking, handling, reaching horizontally, grasping firmly, reaching above the shoulder, reaching below the waist, pushing buttons, bending, twisting, stooping, squatting, crouching, kneeling, and pushing. Must be able to lift and carry up to 50 lbs. Position may include indoors and outdoors in extreme temperatures.

POSITION TYPE AND EXPECTED HOURS OF WORK:

This is a part-time, non-exempt position, 28 hours per week. Days and hours of work will vary depending on Education scheduling requirements. Must be available evenings and/or weekends, holidays and overnights.

TRAVEL:

No overnight travel is expected for this position. There will be occasional local day travel.

REQUIRED EDUCATION AND EXPERIENCE:

College degree with 4 years' experience in a museum or educational setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

Must have valid class E driver's license and vehicle insurance and registration if using your own vehicle.