



MUSEUM OF DISCOVERY AND SCIENCE

JOB DESCRIPTION

POSITION TITLE: Early Childhood STEM Educator I - Part Time

DIRECT ACCOUNTABILITY: Early Childhood Education Manager

SUMMARY:

The Early Childhood STEM Educator 1 will implement our onsite and offsite early childhood education programs for ages birth – 6 years that integrate our education philosophy.

QUALIFICATIONS:

At least one year experience in a formal or informal educational or museum setting. Previous customer service experience plus good communications 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. Teach early childhood educational programs daily to the general public on the museum floor.
2. Activate the early childhood exhibit spaces such as Discovery Spot and the Sprouting STEM Early Childhood Learning Lab.
3. Teach programs to children ages birth-6 years, including Family Science Nights, outreaches, labs, demonstrations, playdates, presentations, theater shows, pop-up programs and other educational programs.
4. Assist in teaching outreach programs.
5. Assist in teaching home school early childhood educational workshops and parent classes.
6. Teach early childhood educational overnights, classes, story times, and family workshop series.
7. Activate Educator Previews, Donor Walk-throughs, and other education showcases.
8. Provide excellent customer service to all museum guests.
9. Provide early childhood tours to audiences.
10. Learn how to handle animals by taking and passing level I & II of the animal handling training programs.

11. Greet school and recreation groups throughout the year.
12. Implement early childhood programming that aligns with traveling exhibits, films, and special events.
13. Complete trainings assigned by Management.
14. 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 introductory 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. First Aid, CPR and AED Certification within 90 days of start.

SUPERVISORY RESPONSIBILITY:

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

WORK ENVIRONMENT:

This job operates in a fast-paced, informal 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, pushing, sitting on the floor, and carrying items upstairs. 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 local day travel.

REQUIRED EDUCATION AND EXPERIENCE:

Experience in early childhood with six months to one year teaching experience in a formal or informal educational or museum setting.

ADDITIONAL ELIGIBILITY QUALIFICATIONS:

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