

**SCIENCE MUSEUM OF WESTERN VIRGINIA**

**JOB DESCRIPTION**

**Job Title:** Educator

**Department:** Education

**Reports to:** Education Manager

**Date:** August 2017

**Supervises Staff/Volunteers:** Staff-No;  
Volunteers-on occasion

**Benefits:** No

**Exempt/Non-exempt:** Exempt

**Full time/Part-time:** Part Time

**Purpose of the job:**

Plan, organize, implement, and lead various educational programs. Responsible for developing activities and other duties as assigned by Education Manager for the Museum's educational program.

**DUTIES**

1. The average workweek is 25 hours. This amount may vary depending on workloads as assigned by the supervisor. After hours events and weekend events are assigned on an as needed basis.
2. Plan, organize, lead, and complete necessary paperwork for educational programs.
3. Create lesson plans if directed to do so.
4. Develop or research program materials as needed.
5. Maintain and inventory educational equipment and materials. This includes restocking, replacing damaged materials, and cleaning items as necessary.
6. Set up prior to and clean up after all assigned education programs.
7. Assist with workshops, expos, and special events as needed.
8. Lead tours on the exhibit floor as needed.
9. Complete mileage sheets and purchase order requests in a timely manner.
10. Lift, move, and/or maneuver teaching containers of up to 50 pounds.
11. Drive personal vehicle to commute to outreach programs.
12. Perform other duties as assigned.

**JOB QUALIFICATIONS**

**EDUCATION:** A minimum of Bachelor's degree in science, engineering, mathematics or education is required. Current Virginia Teaching Certificate and CPR first aid certification preferred.

**EXPERIENCE:**

Ability to interact with learners of all ages and classroom teachers effectively in an educational environment.

**SKILLS:**

Job Knowledge:

Ability to creatively adapt and integrate STEM content for instructional presentations.

Skilled in engaging and working with audiences of all ages.

Strong computer skills.

Strong classroom management skills.

Communication:

Strong verbal and written communication skills.

Other skills and abilities:

Display outstanding time-management with strong ability to organize.

Ability to meet established deadlines, and flexibility to respond to changing priorities.

Excellent research and organizational skills.

Ability to handle and prioritize multiple tasks while maintaining attention to detail.

Strong problem-solving skills.