

SCIENCE MUSEUM OF WESTERN VIRGINIA

JOB DESCRIPTION

Job Title: Educator

Department: Education

Reports to: Director of Education

Date: January 2019

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 programs.

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. Assist with care of Living Animal Collections as directed
13. Handle and interact with Living Animal Collections according to provided guidelines
14. Perform other duties as assigned.

JOB QUALIFICATIONS

EDUCATION: A minimum of 2 years education post high school in science, engineering, mathematics, or education or equivalent STEM education experience. 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.

I certify that I am able to perform all the essential functions/duties of the job as it is outlined above.

Signed: _____

Printed Name: _____

Date: _____, 20 _____