



POSITION DESCRIPTION

Title: Educator, After School/Out of School

Reports to: Director, Museum Education and Operations

Summary: Under the direction of the Director, Museum Education and Operations, the Educator is responsible for teaching the Discovery Gateway Children's Museum (DGCM) afterschool/out of school academic enrichment program, as well as Summer Camp and other out of school time programs. The educator will teach the program curriculum with a focus on supporting individual school goals and ensuring the academic enrichment programming aligns with the Utah State core and supports educational, physical and social/emotional skills of the students participating.

Supervisory Responsibilities: None

Employment Classification: Full Time, Non-Exempt Status.

Salary Range: \$12 per hour. A typical work week schedule will be Monday through Friday with some holiday and evening work required.

Responsibilities:

Student Instruction

- Implements learning activities targeted at improving student's academic, physical and social skills.
- Engages actively and appropriately with students and group leaders, encouraging participation and providing support where needed.
- Works collaboratively with community partners and partner school Afterschool program staff.
- Active participation and engagement in summer camp programs.

Planning and Execution

- Under the direction of the Afterschool/Out of School Time Coordinator, execute innovative and creative out of school time experiences using the DGCM approved curriculum.
- Add all group information to the master reservations calendar.



- Actively participate in all Education meetings and DGCM events adjusting schedule if necessary as assigned.
- Assist with documenting all experiences with survey's and evaluations associated with the program, supporting student improvements.

Museum Collaboration

- Work closely with educator colleagues and other floor staff when executing programs in the museum, may be assigned to facilitate a special program or other role on a museum special event day such as Children's Festival.

Professional Development

- Attend at least one professional development workshop, training or seminar relevant to school group/education programming a year.
- Attend all DGCM All Staff Meetings and Department meetings.

Other Duties as Assigned

Qualifications:

- Bachelor's degree from an accredited college or university; Transcripts will be required.
- Elementary Education, or Early Education, background preferred.
- 1-3 years' experience as an educator in a museum setting preferred.
- Excellent verbal/written communication and interpersonal skills.
- Must have the ability, to work on multiple projects, meet deadlines and effectively manage projects.
- Demonstrated ability to provide leadership in a collaborative work environment, communicate effectively, work and play well with others, think energetically, balance concurrent projects and set and accomplish goals.
- General knowledge of applicable computer software and systems

Working Conditions:

- Majority of the work will be done on the museum floor, requiring an extended period of standing, talking and interacting with school groups. Some work will be facilitating a school group workshop. Must be able to lift a minimum of 30 pounds. Some work will be completed in an office setting, using a computer and telephone.
- Ability to cope with the stress of a fast-paced work environment.
- Ability to work in excess of a 40-hour week with irregular work hours when needed.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry supplies weighing up to 20 pounds.



- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for long periods of time.