



## POSITION DESCRIPTION

**Title:** Early Childhood Educator

**Reports to:** Director, Museum Education and Operations

**Summary:** Using the DGCM Annual plan, Creative Curriculum Framework and principles of Developmentally Appropriate Practices, the Early Childhood Educator will develop and teach daily hands-on programs that excite and engage both child and care-giver. In addition, he/she will interact with visitors on the museum floor primarily in Kids Eye view, modeling early childhood learning and play styles, with the intent to maximize the museum experience. Act as an expert in the area of Early Childhood Education.

**Employment Classification:** Full-time, FLSA Non-Exempt Status

**Salary:** \$10.00 – \$12.00 hourly. Most holidays and occasional evening and weekend hours (including Sunday) will be required. Typical schedule is Monday – Friday.

**Supervisory Responsibilities:** No supervisory responsibilities

### **Areas of Responsibility**

#### **Workshops**

- Development and implementation of programs addressing the needs of the early childhood audience served by the museum. Assume responsibility for facilitating daily workshop activities in the Curiosity Shop, as well as maintaining the Curiosity Shop space. This includes ensuring the environment is clean, organized, materials are kept in good repair, and the space is re-set at the end of each day.
- Serve as an advocate for the early childhood audience.
- Management of early childhood education programs by maintaining accurate records including attendance and measurement systems, making adjustments based on the outcome of data collected.
- Effectively communicate verbally the educational component and value of all workshops and activities as they relate to early childhood.
- Use the Annual Plan and Creative Curriculum as the foundation for workshop experiences.

#### **Museum Collaboration**

- Work closely with a minimum of one community partner a quarter.
- Work closely with colleagues in the education and cultural programs department on early childhood related programs for all museums special and community events, actively participate in department meetings.



- Acting as a team player and expert in the field of early childhood education, actively works with Imagination Facilitators on the museum floor, with a concentration in Kids Eye View and Hatch, Waddle and Fly, modeling play and sharing child development information and play techniques.
- Develop in collaboration with the Marketing and Creative department publications appropriate to the needs of the early childhood audience such as parent guides. May include preparing materials for TV promotions.
- Assist in the development and presentation of parent informational workshops on topics of current interest to parents.
- Cooperatively work with development to ensure requirements of grants are fulfilled including consistent evaluation and reporting of measurement data, completing end of grant evaluations and submitting content for grant submissions.
- In cooperation with the STEAM educators, photo document most workshops and activities.
- In collaboration with the Museum Education and Operations Director, keep a focus on moving the program ahead in a strategic direction that aligns with the Discovery Gateway mission and current annual plan.
- Act as a liaison between Discovery Gateway and the Early Childhood Community.
- Other duties as assigned

### **Planning and Execution**

- Develop and execute innovative and creative early childhood workshops using the Creative Curriculum program as a framework.
- Submit detailed program plans for all early childhood workshops on or before the deadline.
- Add all early childhood workshop information to the master reservations calendar prior to the start of the new month. Keep all information updated as needed.
- Actively participate in all Education and Cultural Program meetings and Discovery Gateway special events adjusting schedule if necessary.
- Document all programs and special events with accurate attendance, surveys, and evaluations.
- Maintain a minimum of 90% workshop attendance and a minimum of 90% of participants will rate workshop experience as Excellent/Very Good
- Prepare and have available samples of daily workshop activities on display at the Information Desk a minimum of one week in advance.
- Professionally articulate and describe all early childhood workshops at daily operation meetings including education content and relevance.

### **Financial**

- Manage the early childhood education budget, meeting all revenue goals. Submit accurately, turn in on time all receipts, and check requests.
- Manage current grants, fulfilling programs funded through grants including end of grant evaluation.
- Collaborate with development on programmatic sections of grant potential applications and evaluations upon completion of grants.
- Plan, budget, set and meet or exceed earned revenue (program fees) goals as they pertain to the early childhood program.



### **Qualifications**

- Bachelor or Associate's degree in early childhood education, museum education, or similar major from an accredited college or university.
- 1-2 years' experience in early childhood programs implementation preferred.
- An educator, who is dedicated to inspiring children of all ages and their families, devising innovative programs for learning, shares in the passion and vision of the organization.
- Demonstrated ability to implement a balanced and innovative portfolio of early childhood programs.
- Ability to interact with museum guests appropriately.
- Demonstrated ability to work in a collaborative work environment, communicates effectively, work and play well with others and think energetically.
- Group presentation experience.
- General knowledge of applicable computer software systems.

### **Working Conditions**

- Ability to cope with the stress of a fast-paced work environment.
- Ability to function in a high-pressure environment and to meet stringent deadlines for completing tasks.
- Ability to work more than a 40-hour week with irregular work hours when needed.
- Ability to walk, stand, and sit (including on the floor) for extended periods of time.
- Must be able to lift and carry supplies weighing up to 30 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 extended periods of time.