



EDUCATOR II (PART-TIME) POSITION DESCRIPTION

DEPARTMENT:	EDUCATION
IMMEDIATE SUPERVISOR:	EDUCATION MANAGER
STATUS:	NON-EXEMPT/ PART-TIME
HOURS:	20-24 HRS. / WEEK

POSITION PURPOSE:

Educator is responsible for presenting live public and school programs, outreaches, and offsites.

DUTIES AND RESPONSIBILITIES:

- Presents public, school, and private programs in an interactive, fun and educational way, including, but not limited to:
 - Science Programs;
 - History Programs ;
 - Pre-K Programs;
 - Outreach Programs;
 - Offsite Programs;
- Informs Education Programs Coordinator when supplies for science programs need to be ordered or purchased;
- Cares for and organizes teaching tools related to educational programs, demonstration carts, and outreaches;
- Assist with the development of lesson plans for day camps during winter, spring, and summer camps;
- Must attend staff and webinar training to become familiar with Altru Point-of-Sale software; must demonstrate competency in Group Sales, Event Attendance and Ticketing features;
- Maintains cleanliness and organization in the JEA Science Theater, Education storage area and Education office ;
- Assists with special event programming as needed;
- Performs other related duties as required.

ACCESS REQUIREMENTS:

Access to museum before and after hours, all public areas, all exhibition floor spaces and JEA Science Theater.

SPECIAL AUTHORIZATION:

Permission to have access to alarm codes for JEA Science Theater. Job duties may require access to certain chemicals and gasses for educational programming. Handling these chemicals requires advanced training and adherence to OSHA guidelines.

QUALIFICATIONS:

To be successful, an individual must be able to perform each job duty satisfactorily.

EDUCATION AND EXPERIENCE

- Bachelor's degree preferred;
- Previous experience teaching in formal or informal educational institution preferred.

SKILLS

- Solid computer skills; knowledge of Microsoft Office applications, internet, and email; knowledge of ticketing point of sales systems highly desirable;
- Must be able to multi-task and work with little supervision;
- Must have strong public speaking skills.

TIME COMMITMENTS:

Schedule varies weekly, but will require capability to work weekends if needed. The schedule is based on availability and Education department programming needs, and includes an unpaid 30 minute lunch break during each shift. Evenings may be required as needed.

DISCLAIMER:

The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents in this position. This job description is not intended to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and work conditions of employees assigned to this job. Management has sole discretion to add or modify the duties of this position and designate other functions as essential at any point in time. Management may also modify working hours and work location at any point in time. This job description is not an employment agreement or contract.

ACKNOWLEDGMENT

I have read and understand the above job description. If the description is altered, I will be presented with an updated copy to sign which I will keep a copy and one copy will go into my personnel file.

Employee (Print Name)

Date

Employee (Signature)