



Museum of Science & History
JACKSONVILLE • FLORIDA

EDUCATION PROGRAMS COORDINATOR POSITION DESCRIPTION

DEPARTMENT:	EDUCATION & EXHIBITS
DIVISION:	EDUCATION
IMMEDIATE SUPERVISOR:	EDUCATION MANAGER
STATUS:	NON-EXEMPT/FULL-TIME
HOURS:	40 HOURS/WEEK

THIS POSITION SUPERVISES THE FOLLOWING STAFF:

- Educator(s) and Volunteer(s)/Intern(s) assigned to Education programs (may vary from day to day)

POSITION PURPOSE:

The Education Programs Coordinator is responsible for the development, coordination, and implementation of standards-based educational programs for K-12 students. The Education Programs Coordinator will serve as a primary point-of-contact for individual ticket reservations for all K12 Education programs (Field Trips, Group Tours, Outreach, Discovery Camps). The Education Programs Coordinator will also serve as an Educator and present school programs, outreaches, and offsite events.

DUTIES AND RESPONSIBILITIES:

- Administrative:
 - Maintain prompt and courteous phone and email communication with schools and organizations interested in MOSH Education programs
 - Schedule Education programs in coordination with organization-wide events and goals
 - Welcome and check in school groups and organizations arriving at MOSH for Education programs
- Financial:
 - Act as a primary point of contact for ticket sales reservations for K12 school programs and other MOSH Education programs as needed (Must attend training to become familiar with ACME Point-of-Sale software; must demonstrate competency in Event Attendance, Ticketing, and Analysis features)
 - Assist with group sales reservations as well as ticket sales reservations
 - Conduct transactions and process payments for Education programs

- Supervisory:
 - Implement goals and objectives within the Museum’s Strategic Plan in accordance with guidance provided by Education Manager
 - Supervise Educator(s) and Volunteers and/or Interns assigned to the Education programs
 - Assist with classroom management and curriculum development training
 - Care for and organize teaching tools related to educational programs and outreaches
- Programming:
 - Work with the Education Manager to execute, evaluate, and improve existing educational offerings:
 - School Services Contracts
 - K12 Field Trips
 - K12 Outreach
 - Homeschool Programs
 - Discovery Camps;
 - Other MOSH Education programs as required.
 - Present programs in a multimodal, interactive, fun, and educational manner
 - Deliver evaluation instruments to Education program participants
 - Facilitate daytime programming in support of Education programs (e.g., K12 field trips that involve Science Shows and/or hands-on STEAM activities, day camps, etc.)
 - Facilitate after-hours programming as needed in support of Education personnel (e.g., camp-ins, Science Fairs, etc.) when assigned by Education Manager
- Organizational Support:
 - Assist the Education Manager in generating marketing information for Education programs.
 - Perform other related duties and interdepartmental functions as required for collaboration.
- Professional Development:
 - Seek out and attend professional development workshops and seminars
 - Stay current with educational topics, trends, research, and current events
 - Establish and maintain working relationships with other educational and cultural agencies

ACCESS REQUIREMENTS:

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

SPECIAL AUTHORIZATION:

Permission to have access to alarm code for the building.

Job duties may require access to certain chemicals and gases for educational programming. Handling these chemicals requires advanced training and adherence to OSHA guidelines. Must seek Education Manager approval on all purchases.

QUALIFICATIONS:

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

EDUCATION AND EXPERIENCE

- Bachelor's degree from an accredited institution in Education or closely related field
- Previous experience teaching in formal or informal educational institution preferred
- Florida Department of Education Professional Teaching Certification is preferred, but not required
- Successful performance in this role may qualify employee for consideration for promotion to role(s) with greater responsibility

SKILLS AND PERSONAL ATTRIBUTES

- Solid computer skills; knowledge of Microsoft Office applications, internet, and email; knowledge of ticketing point of sales systems highly desirable
- Strong interpersonal, communication, organizational and prioritizing skills
- Willingness to collaborate within and across departments openly for organization-wide benefit
- Ability to work in fast-paced environment; adhere to deadlines; demonstrate flexibility in meeting shifting demands and priorities
- Ability to establish and maintain effective working relationships with staff, volunteers, and members of the public; exercise tact and diplomacy at all times
- Exceptional classroom management skills; maintain order while supporting unconditional positive regard for students/teachers/parents/caregivers
- Strong research and writing skills; understanding of State of Florida K12 Education Standards

TIME COMMITMENTS:

Hours are generally Monday through Friday between 8:00 am and 5:00 pm. Some weekends or evening hours may occasionally be required based upon scheduled programming. Education Manager will coordinate team schedules to ensure program coverage, balanced workload across the team, and sufficient lead time to adjust to schedule changes.

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.

Equal Employment Opportunity:

MOSH provides equal employment opportunities for all applicants and employees. We do not unlawfully discriminate on the basis of race, color, creed, ancestry, medical condition, religion, sex, national origin, age, disability, veteran status, marital status, sexual preference or any other basis prohibited by federal or state law or local ordinance applicable to our work locations. We also make reasonable accommodations for disabled employees if we are aware of the need for accommodation and if the requested accommodation does not cause undue hardship as interpreted from the ADA/ADAAA.

This policy applies to all areas of employment, including recruitment, hiring, training, promotion, compensation, benefits, transfer, and social and recreational programs.