

YOUTH AND FAMILY PROGRAMS MUSEUM EDUCATOR
(TEMPORARY PART-TIME STAFF)
EDUCATION AND VISITOR EXPERIENCES

April 9, 2018

I. INTRADEPARTMENTAL RELATIONSHIPS:

Reports to: Manager of Youth and Family Programs

II. ESSENTIAL FUNCTIONS:

- Facilitate innovative education programs that engage families and early childhood audiences in the museum environment including Storytelling, Parent & Me classes, Summer Family Fun Series, Make-and-Take Workshops, Girl Scout and Cub Scout programs, Early Childhood Group Programs, Family Fun Days, and family and community programming that intentionally engages the St. Louis Hispanic/Latinx community.
- Play and interact with a variety of family, youth, and early childhood groups during their visits to the History Clubhouse.
- Interpret historical content when interacting with visitors in the History Clubhouse.
- Sanitize and ensure cleanliness in the History Clubhouse and programming spaces.
- Work to ensure safety of visitors.
- Work to protect History Clubhouse gallery space from misuse.
- Complete opening and closing procedures for History Clubhouse.
- Develop and prepare craft projects.
- Coordinate mailings and other efforts to promote Early Childhood and Family Programs and the History Clubhouse among the local community.
- **Must have weekend availability (required to work 2 weekend shifts per month, 8am-5pm).**
- Attend educational training as scheduled – **Must have Wednesday availability for training (2-7pm).**
On average there are two trainings per month that last 2-3 hours each. Trainings are PAID and focus on direct preparation for program facilitation as well as a variety of relevant topics such as fostering inclusion/equity, connecting audiences to complex content, early childhood education, positive behavior support, visual thinking strategies, and engaging whole families.
- Although this position is temporary, candidates who are a good fit for the position have the potential to continue working long-term.

VI. POSITION QUALIFICATION REQUIREMENTS

A. Education/Training:

High School: diploma or equivalent.

College: Some coursework in Education, Early Childhood Development, Human Environmental Sciences, Family and Consumer Sciences, History, Museum Education, Museum Studies, or related field is strongly preferred.

Please note: Candidates who have significant experience working with children will be considered even without formal education.

B. Experience:

Minimum 1 year of experience working with children ages 10 and under; experience with children ages 2-5 is preferred.

Minimum 6 months customer service experience.

C. Skills and Abilities which may be representative but not all inclusive of those commonly associated with this position:

Strong knowledge of educational pedagogy, educational trends and the needs of early childhood educators, families, and youth groups.

Familiarity with Reggio approach and/or constructivist approach to learning preferred.

Excellent verbal and written communication skills.

Excellent interpersonal skills.

Excellent customer service skills.

Comfortable speaking publicly in large and small group settings.

Strong ability to work as a member of a team.

An interest in and passion for history.

Language skills: Multiple languages are not a requirement, but bilingual or multilingual candidates may be given preference if all other experience is strong.

D. Computer Skills

Minimal word processing, database management, desktop publishing skills.

E. Machines, Tools, Equipment and Work Aids which may be representative but not all inclusive of those commonly associated with this position:

PC, printer, fax, storage carts

F. License(s)/Certification(s) Required:

List all required licenses/certifications which are prerequisite for this positions. Ex. MO/IL broker license, HIAA, LOMA, CPCU, etc.

Trained or willing to be trained in First Aid, CPR, and AED.

G. On-The-Job Training Time:

2 months

H. Physical/Visual Activities or Demands: Physical/visual activities or demands that are commonly associated with the performance of the functions of this job.

Physically able to stand and walk for long periods of time during day-long programs.
Physically able to lift supplies and small furniture up to 20 pounds on occasion.
Physically able to work with children at their level, including kneeling and sitting on the floor.

I. Work Environment: Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Primarily normal office conditions.
Occasional exposure to weather conditions during outdoor programs.
Occasional exposure to dirt, dust, and noise during exhibition installs.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

"Commonly associated" is not intended to mean always or only. There are different experiences that suggest other ways or circumstances where reasonable changes or accommodations are appropriate.

All activities, Demands, Conditions and Requirements are linked to Essential Job Functions unless marked with an asterisk which denotes linkage only to marginal function(s).

EMPLOYEE

DATE

SUPERVISOR

DATE

HUMAN RESOURCES

DATE