

Ann Arbor Hands-On Museum & Leslie Science & Nature Center

Position Description

Job Title: Educator

Reports To: Associated Program Manager or Director

Status: Non-Exempt

Salary: \$15/hour

Department: Education

Revision Date: October, 2019

Position Type & Expected Hours of Work: Part-Time, flexible work schedule based upon programming needs. Must be available evenings, weekends and some holidays.

Summary The Educator is responsible for delivering a wide variety of educational programs to diverse audiences that support the organization's mission and vision. They engage participants in learning experiences to enhance their curiosity and interests in science, the environment and wildlife.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Leads interactive educational programs and activities to the public in a fun and engaging manner.
2. Ensures visitors are using materials safely and in the intended manner.
3. Ensures that students, volunteers and resources are safe.
4. Sets up and tears down activities as needed, both onsite and off-site, ensuring proper materials are available for use.
5. Assists with training/supervisor volunteers.
6. Other duties as assigned.

Additional Duties

1. Attends staff meetings and required events such as volunteer recognition, membership and fundraising events.

Supervisory Responsibility This position does not have any supervisory responsibility.

Work Environment The work is both inside in a Museum, school or other inside environment and outside in heat/cold, wet/humid and dry/arid conditions. The employee needs to be able to work in an environment exposed to environmental allergens including, but not limited to: dust, mold and pollen. They will regularly be exposed to live birds, insects and other animals as well as some exposure to dust, fumes and chemicals from exhibit materials. The noise level in the work environment is usually moderate to loud when delivering programs to large groups.

Physical Demands While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is regularly required to lift and/or move items that weigh up to 50 pounds. This is an active role that regularly requires reaching, standing, walking, bending, kneeling, stooping, crouching, crawling and climbing stairs. The employee is frequently required to walk outside on uneven ground.

Travel Daily local travel is required to deliver programs to offsite locations.

Required Education and Experience Background in pedagogy, informal or formal education and/or science/nature center education. Ability to stay calm when dealing with emergencies. Patience and understanding in managing potentially difficult situations. Ability to multi-task, stay organized and work collegially within a small organization. Excellent customer relations orientation and communications skills. Punctuality and reliability. Ability to work adults and children from diverse backgrounds. Ability and willingness to engage students and families including leading songs. Interest in learning a wide variety of subject matters.

Preferred Education and Experience Coursework and/or experience in science, technology, environmental studies or education. Prior experience working with children.

Additional Eligibility Qualifications A valid driver's license, access to reliable transportation and the ability to meet our insurance requirements is required.