



**EARLY LEARNING EDUCATOR
POSITION DESCRIPTION**

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

POSITION PURPOSE:

The Early Learning Educator is responsible for presenting live public and school programs, outreaches, and offsites for Pre-K through 3rd grade audiences.

DUTIES AND RESPONSIBILITIES:

- Presents public, school, and private programs in an interactive, fun and educational way, including, but not limited to:
 - STEAM-Based Pre-K Programs;
 - Pre-K Outreach Programs;
 - Daily, Weekly, & Monthly MOSH Early Learning programs for the public;
- Informs Education Manager when supplies for programs need to be ordered or purchased;
- Cares for and organizes teaching tools related to educational programs and outreaches;
- Must attend staff training to become familiar with ACME Point-of-Sale software;
- Maintains cleanliness and organization in the JEA Science Theater, Early Childhood Classroom, Education storage area and Education office;
- Assists with special events and other MOSH Education 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

- Two years of college education or Associates Degree preferred;
- Previous experience working with Pre-K-3rd Grade aged children preferred.

SKILLS

- Solid computer skills; knowledge of Microsoft Office applications, internet, and email;
- Must be able to multi-task and work independently;
- Must have strong public speaking skills.

TIME COMMITMENTS:

Schedule varies weekly, but will require weekend availability. 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.

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.

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)