



Montshire Museum of Science Job Description

POSITION TITLE

Youth & Community Programs Educator

DEPARTMENT

Education

TITLE OF SUPERVISOR

Director of Education

SUMMARY OF DESCRIPTION

The Youth & Community Programs Educator is a core member of the Montshire's Science Education team. As such, they are responsible for developing, coordinating, facilitating and evaluating inquiry-based, hands-on learning opportunities and programs that draw on the educational resources of the Montshire for the core audiences (children, youth, families, schools, teachers, and volunteers). This includes learning opportunities on the museum floor, with various indoor and outdoor exhibits and registered programming. This position supports the coordination and advancement of programming for youth audiences (12-18), programming with youth serving organizations, and out-of-school time programming (e.g. afterschool & camps).

RESPONSIBILITIES

Responsibilities include but are not limited to:

Programs for Youth & Community

- Supports the development, coordination, implementation and advancement of programming for youth audiences (ages 12-18)
- Supports and provides oversight for the development, coordination, implementation, evolution and advancement of programming for/with youth-serving organizations (e.g. scouts, 4H, camps)
- Supports the Museum's afterschool program, including oversight of and collaboration with the partnership providers (e.g. Childcare Center of Norwich)

Programs for Children & Families

- Develops, coordinates and facilitates inquiry-based museum learning experiences and programming on the museum floor with visitors, including the general public, groups, specific audiences (e.g. early childhood, teens, adults, teachers, etc.)
 - Maintains cleanliness and organization of exhibits, program areas and related materials, supplies and equipment
 - Works closely with the Visitor Services, Facilities, and Exhibits staff to ensure a clean, safe and working exhibit environment
 - Supports Volunteer Explainers, including regular mentorship, guidance and supervision
 - Represents the Education Department on the weekends
- Develops, coordinates and implements registered programming for children and family audiences, including homeschool programs at the museum and/or virtually
- Develops, coordinates and implements school break camps (e.g. December, February, April) at the museum and/or virtually
- Supports Summer Camp programming, including
 - Assists in the coordination of camp schedule, camp offerings, participation targets, budget and fees
 - Assists in the recruitment, hiring, training and oversight of temporary camp staff
 - Assists with the promotion and marketing of summer camp program
 - Assists with the coordination and implementation of the summer camp registration process
 - Assists with summer camp operations, including use of facilities, safety, budget tracking, and parent communication
 - Facilitates camp programs for youth

Programs for Schools & Teachers

- Assists with the coordination and implementation of Science Workshops for PreK and school-based audiences at the Museum

Improvement & Administration

- Coordinates and participates in grant-supported projects
- Participates in relevant education team and museum staff meetings and planning sessions; continuously supports department and museum efforts
- Participates in program evaluation and program improvement activities, including data collection, documentation, and reflection
- Tracks registration, participation, expenses and revenues associated with programs



- Develops and maintains a plan for professional development that meets personal and institutional needs for growth

KNOWLEDGE/EXPERIENCE REQUIREMENTS

- Experience in teaching or guided facilitation, preferably in informal educational settings.
- Demonstrated understanding of informal learning and inquiry-based approaches to learning
- Strong background in STEM disciplines, through undergraduate course work, graduate studies, professional work and/or personal pursuits
- Experience working with youth/teens in educational programmatic context
- Interest and enthusiasm for working with visitors of all ages and backgrounds, including children, youth, families, and the educational community
- Commitment to welcoming and inclusive learning opportunities for diverse participants
- Interest in and ability to work as a team with researchers and practitioners
- Interest in and ability to expand ability and understanding of skills, knowledge, and practices relevant to project efforts
- Demonstrated ability to communicate science and engage children, families, and adults in learning experiences.
- Completed undergraduate degree, preferably with focus in education and a STEM-related field

WORKING CONDITIONS

- Fast-paced, non-profit museum environment
- Must work well in both an individual and team setting
- Work includes teaching outside, including in inclement weather
- May be asked to drive the Museum vehicles, including minivans, small trucks or cars with trailer for long distances, for off-site programs
- May require regional and national travel
- Flexible thinking and ability to adjust expectations and actions as needed
- Able to lift and carry 50 pounds; able to climb stairs and ladders and to navigate outdoor landscape areas and hiking trails



TIME COMMITMENT

Full-Time, 100% FTE (37.5 hr/wk), non-exempt position

General work schedule: Wednesday–Friday, 10am–6pm: Saturday & Sunday, 9am–5pm.

Some travel required.

SALARY AND BENEFITS

Hourly position. Salary commensurate with education, skills and experience. Full Montshire Benefits.

The Montshire Museum of Science, Inc. is an equal opportunity employer (EOE).

To apply, send resume and letter of interest to lisa.brahms@montshire.org.

