

**Children's Discovery Museum of San Jose
Science Outreach Educator**

Status: Full-time
Dept.: Programs and Education
Supervisor: Outreach and Science Manager

Overview:

The Science Outreach Educator represents the Museum for many outside constituents who cannot or do not attend the Museum in person. Through Family Science Nights held at regional schools, and Museum on the GO library programs, the Science Outreach Educator plays a vital role as a liaison to formal education communities and public education centers, helping fulfill the Museum's mission and advance the Museum's reputation via an array of engaging hands-on science activities.

Summary Description:

This position interacts with a wide range of constituencies including teachers, principals, children, parents, and community representatives, and is responsible for generating a portion of the Museum's earned income annually. The primary focus of this position is on program execution.

Responsibilities

- Implement key science outreach initiatives, Family Science Night and Museum on the GO, including and some weekend and summer programming at community sites;
- Contribute to ongoing creative development of experiential science activities;
- Build relationships with community partners and deliver programs in a variety of settings;
- Book engagements and coordinate program logistics;
- Manage materials purchasing and preparation, which includes the innovative use of low cost, every-day items in activities for parent and child participants during program delivery;
- Procure, maintain, prepare, organize, and repair equipment necessary for effective programs;
- Mentor museum floor staff who assist with program delivery;
- Act as a liaison to the formal educational community, sharing concerns, noting trends, and marketing the Museum's programs;
- Lead field-based environmental programming with the science education team on occasion;
- Departmental duties as required.

Education/Experience:

Any combination of education or experience providing the required knowledge and skills is qualifying.

Minimum employment standards are:

- Bachelor's Degree and general science background or knowledge;
- Experience working with children ages 3-18 in informal and/or formal educational settings;
- Experience implementing experiential learning activities;
- Experience training and facilitating volunteer groups ages middle school to adult;
- Program delivery and presentation skills, activity facilitation with both children and adults;
- Valid California Driver's license;
- Ability to lift and carry items up to 35lbs.

Special Skills/Knowledge

- Excellent communication skills for work with a variety of audiences;
- Strong organizational and project management skills, including timelines, scheduling, planning, and attention to detail;
- Strong marketing abilities, both written and oral are beneficial.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other

related duties, as may be required by his or her supervisor. Children's Discovery Museum is an atwill, equal opportunity employer.

February 2020