Title:   Children’s Instructor
Classification:   Part time, temporary, non-exempt
Department:   Community Education Programs
Reports To:   Community Education Coordinator/Camps
Created:   
Revised:   Revised April 2012

Position Summary:  The Children’s Instructor will work with the Community Education Coordinator/Camps and other lead and assistant instructors in science programs for children ages 4-12 at the Museum and at the Sea Center.

Specific Responsibilities:

- Work with Community Education Coordinator/Camps, other lead instructors, and assistant instructors
- Interface with parents during check-in and checkout periods
- Maintain appropriate control of class during sessions
- Supervise the assistant instructors during sessions
- Supervise, manage, and teach group activities
- Other duties as needed

Essential Requirements:

- Experience in leading classroom based informal educational programs or related work
- Strong organizational and leadership skills
- Excellent communication skills (verbal and written)
- Ability to work unsupervised
- Self-motivated and creative
- Dependable, reliable

Work Environment:

- Standard educational classroom environment
- Outdoor environment, including creek and trail exploration
- Some hiking
- Lifting, up to 15 lbs.
- Frequent standing, walking, bending, kneeling, squatting
Title: Children’s Instructor

The incumbent must be able to perform each requirement of the position as outlined in the job description. Essential Requirements are representative and are essential for satisfactory job performance. The Work Environment characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position.

Title:

Signatures:

Employee
I have read this position description and understand its contents.

_________________________________________  _____________
Employee Signature Date

Museum
This position description accurately describes the critical and important duties assigned to this position.

_________________________________________  _____________
Department Head Date

_________________________________________  _____________
Director Finance & Administration Date

_________________________________________  _____________
Human Resources Date

Background Investigation:

☐ Yes ☐ No

Type: ☐ Reference ☐ SSVerif./Eligibility Verif. ☐ Felony/Misdemeanor
☐ Driving History ☐ Academic Degree ☐ Prof. License
☐ Other __________________________

Reason: ________________________________