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| <b>Job title</b>  | <i>Weekend Educator</i>  |
| <b>Reports to</b> | <i>Education Manager</i> |
| <b>Department</b> | <i>30-301</i>            |
| <b>Grade</b>      | <i>TBD</i>               |

#### **Job summary**

The Weekend Educator will teach playful, stimulating, and hands on STEAM/Health & Wellness classes to children and families at Discovery Lab in a variety of settings around the Tulsa area. The Weekend Educator will teach others to be innovative, creative, critical thinkers, problem solvers, communicators, and collaborators.

#### **Duties and responsibilities**

##### **Primary functions:**

- Delivers STEAM/Health & Wellness programming, assemblies, camps, and demonstrations in a variety of settings.
- Collaborate with the education team by being a problem solver, open communicator, assisting other educators as needed, and having a positive outlook/attitude to support the education team.
- Participates in education events, professional development, and community events as directed by the Program Manger.

##### **Secondary functions:**

- Sustains a safe and secure environment for students, museum guests and staff.
- Maintains current in education related to Discovery Lab's exhibits and programs.
- Assist with training new employees for designated areas of responsibility by sharing knowledge, explaining step by step processes/systems, and any other training needed.
- Supports develop of educational programing, as assigned by the Program Manger.
- Assumes tasks and responsibilities as assigned by the Programs Manager.

#### **Qualification requirements**

##### **Knowledge and skills:**

- Delivery of STEAM/Health & Wellness curriculum.
- Adaptable classroom management skills.
- Effective customer service skills.
- Professional communication skills, both written and oral.
- Implement organizational, analytical and problem solving skills.
- Effective use of Microsoft Word Suite.
- Ability to multitask and openly communicate.
- Recognize and respond appropriately to safety and security issues.

##### **Education and work experience:**

- Bachelor's Degree with college course work in science, technology, engineering, art, or math, or equivalent combination of education and experience.
- Ability to present 21<sup>st</sup> Century process skills and content in an engaging way with a diverse population of learners.
- Comprehensive understanding of STEAM and Health & Wellness educational topics.
- Minimum of one year experience teaching in an informal setting (museum, zoo, nature preserve, etc.).

**Preferences:**

- Fluency in a language in addition to English to support Discovery Lab’s mission and objectives.
- Early childhood education experience.
- Minimum 2 years delivering educational programming.

**Working conditions**

This job is a regular, part-time, non-exempt, hourly position. The typical work schedule for this job is Saturday-Sunday between 9:00 am – 5:30 pm. Occasional after hours may be required. Moderate to louse noise environment, general office environment, classroom environment.

**Physical requirements**

20% Sitting, 70% Standing, 10% Lifting/Carrying/Pushing/Pulling no more than 10-30 lbs.

**Additional requirements**

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks
- Valid driver’s license

**Direct reports**

None

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|-----------------------|-----------|
| <b>Approved by:</b>   |           |
| <b>Date approved:</b> |           |
| <b>Revised:</b>       | 2/25/2020 |

**This position description is representative of the major position requirements and is not intended to be all inclusive.**

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