

Title: Education Coordinator (A)
Classification: Full-time, Non-exempt, 100% FTE (40 hours/week)
Pay Range: \$21-23/hour with benefits; special consideration for fluent Spanish-speaking candidates.
Reports to: Education Manager

Position Summary:

Under the supervision of the Education Manager, the Education Coordinator (A) is responsible for leading the Museum's education programs, working closely with other Education Team staff. The Education Coordinator's primary responsibilities include coordinating and teaching school programs, and handling all school program administration. The Education Coordinator also helps train and supervise volunteers and/or interns.

This position requires frequent travel throughout Santa Cruz to both schools and field sites. It is important that the Education Coordinator has a valid driver's license and reliable transportation.

Specific Responsibilities:**Conducting Educational Programs 60%**

- Promote the Museum's mission to connect people with nature and science by facilitating off-site and on-site field trips and classroom presentations throughout Santa Cruz County
- Integrate contemporary educational approaches and interpretive techniques into all programs
- Adjust program content and logistics to accommodate varying needs of diverse audiences
- Assist with the development and delivery of seasonal youth camps (Winter, Spring, & Summer)
- Support content development and facilitate public programs and events as needed

Program Administration 30%

- Coordinate field trips using online booking tools, Google calendar, and the Museum's database (Altru)
- Communicate with teachers in a professional and timely manner to coordinate field trip logistics
- Enter weekly program statistics into the Museum's online database
- Manage the transportation scholarship program
- Assist with the organization, maintenance, and security of all program materials
- Assist in the development of educational activities and materials
- Assist in the promotion of education programs and resources to schools and teachers
- Assist with the development, distribution, and analysis of program evaluations
- Assist in tracking program budgets and capacity

Program Leadership and Supervision 10%

- Assist with the training, coordination and evaluation of docents, interns, and Education Associates
- Work with teachers and partner organizations to develop and refine curriculum
- Provide supervision and direction to volunteer docents and interns as required
- Work with the Education Manager to organize and host workshops and events for local educators

Essential Requirements:

- Minimum 2 years of experience as an educator
- Excellent public speaking and education/interpretive skills
- Experience working with elementary school students
- Basic knowledge of Santa Cruz natural history with a desire to increase knowledge, specifically as it pertains to Museum school programs
- Ability to manage group sizes between 20-30 students
- Ability to lead students along uneven terrain in sometimes inclement weather
- Excellent decision-making skills
- Superb communication skills
- Ability to work both independently and as a member of a team
- Proficiency working with Google Workspace Suite (Gmail, Calendars, etc.), Microsoft Office (specifically, PowerPoint, Microsoft Word, & Excel), and willingness to learn new software
- Access to reliable transportation for travel to field sites and schools within Santa Cruz County
- Certification in First Aid & CPR
- Must pass a Federal Background Check

Desired Qualifications

- Bachelor's Degree in a related field
- Coursework in Elementary Education, Environmental Education, or Interpretation
- Interpretive Certifications from NAI or The Eppley Institute for Parks and Public Lands
- Experience working with volunteers of diverse ages and backgrounds
- Fluency in Spanish is a plus

Work Environment:

- General office environment with work throughout the Museum's facilities and outdoors at various locations throughout Santa Cruz County, including local parks and schools
- Significant computer work (repetitive movement – typing)
- Frequent sitting, standing, walking, bending, and climbing stairs while lifting loads up to 50 lbs.

The incumbent must be able to perform each requirement of the position as outlined in the position 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.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. The Museum values a diverse and inclusive workplace, so if you are excited about this role but your past experience doesn't align perfectly with all of the responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

To Apply: Interested candidates can apply by submitting a cover letter along with a detailed resume to: employment@santacruzmuseum.org with the subject line: **Education Coordinator**.

Please direct questions relating to this position to Lucy Logsdon at employment@santacruzmuseum.org.