

Title: Education Associate
Classification: Temporary, Non-exempt (20 hours/week, 9 months/year)
Pay Rate: \$22/hour
Reports to: Associate Director of Education

Position Summary:

The Education Associate is primarily responsible for facilitating the Museum's school field trip programs for grades K-5, and mentoring volunteers in environmental education best practices. The schedule for this position is generally Tues-Thurs 8:30am - 12:30pm, Fri 8:30am - 5:00pm, with some weekend or evening shifts as needed. This position is temporary, lasting from mid-August through May during the school year.

Specific Responsibilities:

Program Support

- Serve as a primary instructor for school field trip activities for grades K-5 both at the Museum and at outdoor field sites
- Assist in the development, organization and preparation of program activities and materials
- Provide logistical support during school programs, public programs and special events
- Participate in ongoing training and evaluation activities
- Assist with promotion and outreach activities

Volunteer Program Support

- Provide support for volunteers during field- and museum-based programs
- Model preferred teaching practices and assist in providing coaching to volunteers and interns
- Provide logistical support during volunteer trainings and enrichment activities
- Provide supervision and direction to volunteers and interns during programs

Administration

- Routinely maintain program logs and databases
- Assist Education Coordinators with program coordination and scheduling
- Oversee the organization, maintenance, and security of program materials
- Assist with the development, distribution, and analysis of program evaluations
- Participate in Museum staff meetings and special events

Essential Requirements:

- Minimum of one-year experience as an Environmental Educator working with elementary school students
- Knowledge of Santa Cruz natural and cultural history - especially as it relates to watershed science, native plants, and indigenous culture
- Excellent public speaking skills - as it may relate to conducting a school field trip, introducing a special guest speaker, or making a presentation at a public meeting
- Superb written communication skills with attention to accuracy, detail, and succinctness- specifically with reports, contracts, social media, and email correspondence
- Graceful conflict management skills, and ability to be polite, personable, and diplomatic in

- relationships with partners, visitors, volunteers, donors, educators, and the media
- Proficiency working with Google Apps, Microsoft Word, Excel, PowerPoint and a willingness to learn new systems
- Knowledge of child development and strategies for engaging school age children of varying ages
- Superior time management skills
- Must be available to work onsite during weekday mornings (Tues-Fri 8:30am - 12:30pm)
- Valid driver's license and access to personal vehicle (mileage reimbursement provided)
- Certification in CPR, Basic First Aid, and/or Wilderness First Aid preferred

Preferred Qualifications:

- Bachelor's Degree in a related field
- Experience leading youth groups of up to 40 people along uneven terrain in sometimes inclement weather
- Coursework in Elementary Education, Environmental Education, or Interpretation
- Experience working with volunteers of diverse ages and backgrounds
- Fluency in Spanish
- Interpretive Certifications from National Association for Interpretation or similar professional organization

Work Environment:

- Standard office environment with significant time outdoors as well as occasional work throughout the Museum
- Frequent sitting, standing, walking, bending and climbing stairs with occasional lifting of moderate loads (up to 50 lbs.)

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.

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 Associate**.

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