



## Ann Arbor Hands-On Museum & Leslie Science & Nature Center Position Description

**Job Title:** Educator

**Reports To:** Program Managers

**Status:** Hourly, non-exempt

**Pay Rate:** \$15/hr

**Department:** Education

**Revision Date:** October, 2021

**Position Type & Expected Hours of Work:** Part-Time, flexible work schedule based upon programming needs. Must be available evenings, weekends, and some holidays

**Summary** Educators primarily implement a wide variety of interpretive, STEM, aviation, and environmental education programs, with opportunities to plan and develop programs. Programs are delivered to audiences of varying ages and abilities to increase the enjoyment and understanding of these topics. Weekly hours will vary up to 40 per week. Hours are based on scheduled programming and assigned projects. This position works a flexible week including weekends and evenings.

### Essential Functions

- Prepare for and deliver high-quality and professional STEM education and interpretive programs in non-traditional and traditional settings including: on-site field trips, off-site outreaches, scout activities, birthday parties, camps and public programs, and some special events.
- Learn, prepare, and deliver high-quality education programming for any Unity in Learning (UIL) programs based out of Ann Arbor Hands-on Museum, Leslie Science & Nature Center, and Yankee Air Museum.
- Provide good customer service to Unity in Learning visitors and promote our mission.
- Responsible for care and maintenance of program supplies and equipment.
- Obtain attendance numbers, receive fees, and promote programs.
- Maintain cleanliness and safety of program and office spaces.
- Handle and teach with select, live animals, as defined by the Program Manager, in accordance with UIL procedures and ethics.
- Ensure safety of site, activities, and participants; report any accidents, injuries, and safety concerns.
- Effectively communicate, coordinate, and build respectful relationships with all members of the UIL team to ensure overall success of UIL programming.
- Work indoors and in all weather conditions with a positive attitude.
- Attend required training, staff meetings, and events.
- Effectively communicate, coordinate, and build respectful relationships with all members of the UIL team to ensure overall success of UIL programming.
- Other duties as assigned.



### **Additional Duties**

1. Gains familiarity with all education department programs in order to deliver any program as necessary.
2. Attends staff meetings and required events such as volunteer recognition, membership and fundraising events.

**Work Environment** The work is both inside in a museum, school or other inside environment and outside in heat/cold, wet/humid and dry/arid conditions. The employee needs to be able to work in an environment exposed to environmental allergens including, but not limited to: dust, mold and pollen. They will regularly be exposed to live birds, insects and other animals as well as some exposure to dust, fumes and chemicals from exhibit materials. The noise level in the work environment is usually moderate to loud when delivering programs to large groups.

**Physical Demands** While performing the duties of this job, the employee is regularly required to talk and hear. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The employee is regularly required to lift and/or move items that weigh up to 50 pounds. This is an active role that regularly requires reaching, standing, walking, bending, kneeling, stooping, crouching, crawling and climbing stairs. The employee is frequently required to walk outside on uneven ground.

**Travel** Daily local travel is required to attend events, community meetings and deliver programs to offsite locations.

### **Required Education and Experience**

A Bachelor's degree, or equivalent years of related experience, is required. Minimum of two years of teaching experience in a formal or informal educational setting. Excellent verbal and written communication skills with demonstrated ability to communicate with a broad range of ages and interests. Ability to multi-task, stay organized and focused in a highly collaborative working environment, and work collegially within a small organization. Demonstrated leadership and training skills. Excellent customer relations orientation. General computer literacy.

### **Preferred Education and Experience**

A Bachelor's degree or equivalent experience in early childhood education, science, science education or technology, environmental education, museum studies, or a related field. Experience in museum, nature center or non-profit education and/or administration. Experience handling a variety of wildlife in an educational setting.

**Additional Eligibility Qualifications** A valid driver's license, access to reliable transportation and the ability to meet our insurance requirements is required.



**Acknowledgement**

I have received, reviewed and fully understand the job description for the Wildlife Program Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_