

TURTLE BAY EXPLORATION PARK JOB DESCRIPTION

Position Title: Educator
Reports To: Education & Programs Manager
Department: Education and Programs

Status: Non-Exempt

I. SUMMARY

Under the supervision of the Education & Programs Manager, the Educator is primarily responsible for developing and implementing interactive, engaging, and learner-centered interdisciplinary education programs. These programs are for audiences that include schools, families, and the general public, both at Turtle Bay's facilities and other community venues. Additionally the Educator is responsible for supervising the teen volunteers within the education department.

II. ESSENTIAL JOB FUNCTIONS

- As part of the team, develop a learning and education strategy to meet the mission and vision of Turtle Bay Exploration Park.
- Responsible for planning, developing, and implementing educational programming, including school field trip classes, public programs, camps and events.
- Develop, procure, and maintain educational materials that will enhance both in-house and outreach programs. This includes field trip packets, interpretive kits, artifacts, bio-facts, relevant articles, and other media as they relate to current and future programs and exhibits.
- Represent and promote the Park with key constituents in our local community (educators, councils, organizations). Develop and enhance our reach in education circles by establishing a network of useful and proactive partnerships which will allow us to easily disseminate information and promote our educational programs and events.
- Provide direct communication, training, and mentoring of the adult volunteers in developing their interpretation skills, customer service, and content knowledge.
- In cooperation with the Volunteer Coordinator and Education team, participate in the development and delivery of content and interpretation training for volunteers.
- Work with Park staff to develop exciting, engaging and relevant programs and events to further support the Park's mission while enhancing the overall experience of our key Park demographic.
- Personally engage guests (individuals and groups) in educational activities including, but not limited to, storytelling, role playing, practical demonstrations, guided tours, and educational games.
- Responsible for working with the Forestry Council and promoting the forestry message around the park and in the community.
- As a member of the Education team, help in designing and implementing tools to evaluate educational programs for performance feedback, customer satisfaction, and cost-effectiveness.
- Participate in development and implementation of annual budgets, as well as development, recordkeeping, and grant reporting related to education programs.
- Other duties as assigned.

III. EDUCATION AND EXPERIENCE

- Requires a minimum of a Bachelor of Science degree in a related field, including one (1) year of specialized study or training in education or subject area related to STEAM (science, technology, engineering, art, and mathematics), forestry, history, or museum studies.
- Minimum of at least one (1) year demonstrated experience creating, implementing, and evaluating educational and/or training programs, as well as any combination of training and experience that provides additional qualification for required knowledge, skills, and abilities.
- Prior supervision experience is preferred.

IV. KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of teaching principles and techniques; public relations skills and techniques; effective supervisor principles and practices; specialized content area.
- Ability to interact effectively with the public and employees; think creatively to develop innovative programs; make public presentations effectively and confidently.
- Ability to coordinate and organize multiple projects and/or programs; effective financial and time management and organizational skills; make decisions and react effectively under pressure.
- Self-motivated, able to work independently or as part of a team.
- Enthusiastic, energetic, and upbeat personality; excellent written and oral skills; comfortable teaching adults and children of all ages and abilities; comfortable interacting with the public on a daily basis.
- Previous experience and enjoyment of working with educators and members of the public including school age children; a desire to inform and inspire others.
- Available to work Wednesday through Sunday and flexible hours to include evenings or extended work day hours as needed.
- Possess a valid California driver's license or be able to acquire within ten (10) days. Provide a clean DMV report if requested.

V. SUPERVISORY RESPONSIBILITIES

- The Educator is responsible for supervising and mentoring the adult volunteers within the education department.

VI. INSTITUTIONAL RESPONSIBILITIES

All staff members play an important role in supporting and advancing the Turtle Bay's mission and vision for our role in the community. As such, we seek candidates who will share our path to:

- Support the Museum's mission to inspire wonder, exploration and appreciation of our world, and share our vision of Turtle Bay Exploration Park as a vibrant gathering place where our community is strengthened through education, cultural engagement and economic growth.
- Uphold our core values in one's day-to-day work including playfulness, real-world experiences, interdisciplinary learning, community, lifelong learning, integrity, and sustainability.
- Contribute to a positive organizational culture based on respect, cooperation, professionalism and teamwork, as we strive together to achieve our mission and vision.

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties, and skills required of this job.

ENVIRONMENT AND PHYSICAL REQUIREMENTS

. How much on-the-job time is spent in the following physical activities?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Standing			X	
Walking			X	
Sitting			X	
Talking, Hearing			X	
Feeling, Fingering, Grasping				X
Climbing, Balancing		X		
Crouching, Crawling, Kneeling		X		
Reaching with Hands and Arms			X	
Tasting, Smelling		X		

2. Does this job require that weight be lifted or force be exerted?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Up to 10 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

3. Does this job have any special vision requirements?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Looking at CRT				X
Color Vision (identify and distinguish colors)			X	
Peripheral, Depth Perception			X	
Ability to Adjust Focus			X	

4. How much exposure does this job have to the following environmental conditions?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Blood, Body Fluid		X		
Toxic Chemicals		X		
Moving Parts		X		
Electrical Shock Risk		X		
Explosives		X		
Fumes		X		
Extreme Cold (non-weather)	X			
Extreme Heat (non-weather)	X			
Severe Hot Weather		X		
Severe Cold Weather		X		

5. How much noise is typical for this job's work environment?

- ___ Very Quiet (Example: Forest trail, isolation booth for hearing test)
- x___ Quiet (Example: Library, private office)
- x___ Moderate Noise (Example: business office with typewriters/printers, light traffic)
- ___ Loud Noise (Example: Metal can manufacturing, large earth moving equipment)
- ___ Very Loud Noise (Example: Jack hammer work, front row rock concert)