



JOB DESCRIPTION

POSITION INTRODUCTION

TITLE: Community Education Specialist

REPORTS TO: Community Education Manager, in their absence, Chief Learning Officer

GENERAL: The Community Education Specialist supports exceptional community education programs that promote and support the mission of Florida Children's Museum. The position produces community specific educational opportunities targeted for community groups like preschools, home school communities, neighborhood association gatherings, inclusion events, and others as designed.

CORPORATE CULTURE & HOW TO BE SUCCESSFUL

Explorations V and Florida Children's Museum values employees who **P.L.A.Y.**

PLAN

LEARN

ACHIEVE YOUR GOALS

The Museum is open 7 days a week and can feel fast paced. The ability to plan your duties effectively advances the Museum's mission and makes the employee a strong asset. As a learning institution we value employees who continue to develop professionally and personally. We value employees who seek out development opportunities and will support requests for continued education as much as possible. Finally, everyone from Board, Staff, and Volunteers should set goals as a measure of measuring success. Achievement is the goal but sometimes that isn't possible due to outside factors. When you cannot achieve your goals, what did you learn about the process and how can that educational to the entire staff.

RESPONSIBILITIES

PRIMARY DUTIES

COMMUNITY EDUCATION PROGRAMS

- Facilitate as lead or support educator for Mobile Museum programs at preschool sites
- Ability to follow a pre-written curriculum in a way that best represents the Museum's values and teaching philosophy



- Keep the Mobile Museum and its storage spaces tidy, stocked, and ready for each event
- Support engaging educational, outreach, and engagement events
- Manage volunteers and delegate to coworkers as needed
- Evaluate special programs and report on outcomes
- Assist with Mobile Museum use and serve as Mobile Museum facilitator

DAILY PROGRAM EXPERIENCE

- Insert opportunities for community education within the daily programs experience
- Maintain diverse programming that represents the Museum's key learning outcomes and focuses on strategic planning initiatives
- Perform and present daily programs & field trip programs as assigned

GENERAL DUTIES

- Respect all coworkers
- Collaborate with staff to uphold an excellent level of environmental hygiene including cleaning of exhibits learning spaces, and all public museum spaces
- Represent the Museum in the public with professionalism and kindness
- Continue personal professional development and share knowledge with coworkers and leadership
- Work hours for this position are fluid to allow flexibility for evening and weekend events. The expectation is that the position will take 40 hours per week.
- Other duties as assigned

QUALIFICATIONS

- At least 2 years' experience in an early childhood or preschool setting
- Passion for hands-on learning & exploration
- Ability to use Microsoft Office products including Outlook, Excel, and Word
- Valid Driver's License
- Employment contingent on passing a Level 1 background check
- Bilingual in Spanish beneficial

Print Name
Community Education Specialist

Signature

Date