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| <b><i>Position Title:</i></b>      | <b>Education Program &amp; Event Facilitator – Part time</b> |
| <b><i>Exempt / Non-Exempt:</i></b> | Non-Exempt   |
| <b><i>Reports to:</i></b>          | Director of Education  |
| <b><i>Date:</i></b>                | 4/20/22  |

### **Job Summary**

The purpose of this position is to assist in the facilitation the growing number of educational programs at the Museum. The Program and Event Facilitator will report to the Director of Education and will be primarily responsible for assisting Museum Educators and Staff with Museum programs and events. This includes but is not limited to summer camp programs, birthday parties, outreach programs, program prep, and assisting at other Museum events as additional staff as needed.

### **Essential Duties & Responsibilities**

- Assist in the facilitation of educational programming at The Museum and Planetarium.
- Using excellent customer service skills, establish and maintain effective working relationships with other employees, officials, and all members of the general public.
- Provide support for programming (includes evenings and weekends.)
- Assists with keeping exhibits and public areas safe and presentable to the public
- Other duties as assigned.

### **Qualifications and Experience**

- Education – Must be at least 16 years of age, have completed Sophomore year of High School and be in good academic standing.
- Experience: Required experience working with children.
- Required Skills: Strong organizational and communication skills, strong computer skills, ability to work independently and collaboratively, self-starter.
- Required: Must be available to work weekends and evenings, and at least 10 hours a month.
- Preferred Skills: Knowledge of museum practices, and museum education standards, bilingual is a plus.
- Obtain successful child related clearances as required by the law, including Pennsylvania State Police Criminal Record Check, Child Abuse History Clearance and FBI Fingerprinting for Criminal Background Check.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use manual dexterity.
- Specific vision abilities required by this job include close vision, and color vision
- The employee frequently is required to sit and reach with hands and arms.
- The employee is required to stand, walk, and talk or hear.
- Must be willing to follow current Museum health and safety protocols.

### **Work Environment**

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is not normally exposed to weather conditions.
- The noise level in the work environment is normally moderate.