

Job Description: Per-Diem Museum Educator

Job Type: Hourly, non-exempt

Reports to: Education Director

The Children's Museum at Saratoga is seeking an enthusiastic educator to fill the role of Museum Educator. This person will join the education team in developing and delivering high quality early childhood education programs in a museum setting. This position requires weekend and evening hours.

Job Description:

- Responsible for the development, teaching and evaluation of museum and public programs. This includes group visits, camps, birthday parties, special workshops, and community events that occur both in and out of the Museum.
- Collaborate on planning, implementation and evaluation of all museum educational programs and events with education team.
- Prepare (materials/reviewing lesson plan, etc) for each of the museum programs offered.
- Ensure that all museum rules and procedures are being followed, including emergency procedures.
- Provide a valuable and welcoming educational experience for museum visitors by engaging them in a friendly and dynamic manner.
- Maintaining clean and orderly classrooms and museum exhibit areas.
- Other reasonable duties as assigned.
- Candidate must be available weekends and some evenings.

Minimum Qualifications:

- Bachelor's degree in a related field (e.g. Education, Museum Studies, Science, Human Development) from a college or university accredited by the US Department of Education or internationally recognized organization, or the pursuit of a Bachelor's Degree from an accredited university.
- Enthusiasm about working with children of all ages and abilities.
- Minimum of one year experience teaching children in a formal and/or informal setting.
- Comfortable presenting to large groups.
- Demonstrated ability to provide exceptional quality service to external and internal customers.
- Physical environment is moderately paced and requires standing for sustained periods of time, lifting to 50 pounds and typical office tasks such as typing.
- Reliable means of transportation to get to and from outreach programs as required.
- This position is contingent on the satisfactory completion of a background check and references.

Send cover letter and resume to: Erica Riekert, Education Director, The Children's Museum at Saratoga, 69 Caroline Street, Saratoga Springs, NY 12866 Or by email: eriekert@cmssny.org