

Glazer Children's Museum

JOB DESCRIPTION

Assistant Educator, Learn & Play Tampa Bay - Temporary

Position Summary:

The primary function of the **Assistant Educator, Learn and Play Tampa Bay** is to assist Learn & Play staff in delivering a high-quality Kindergarten Readiness initiative to serve low-income populations throughout the region. Learn and Play Tampa Bay staff embrace best practices in early childhood education, to improve the key social/emotional, literacy, numeracy and parenting skills for diverse families in Tampa Bay.

This is a part-time, non-exempt, temporary position for the duration of July 1st-September 30th 2019 for \$15/ hourly rate (not to exceed 24 hours weekly) reporting to the Director, Learn and Play Tampa Bay or his/her designee.

**Essential Functions:**

- Assist in daily set-up, cleaning, registration and maintenance of the Learn and Play Tampa Bay program.
- Assists in delivering high quality, engaging educational demonstrations, programs and workshops to diverse families.
- Recruit and Market for Learn and Play Tampa Bay in designated areas of the Tampa Bay community.
- Maintain a high level of visibility, energy and enthusiasm in all interactions with the community.
- Responsible for tracking and stocking inventory and maintaining office, vehicles, and satellite sites related to Learn and Play Tampa Bay.
- Responsible for ensuring that all locations are clean and prepped for daily activities and then cleaned after Learn & Play programs.
- Ensures that all Learn & Play spaces and programs are as inclusive as possible for guests of all abilities.

**Non-Essential Functions:**

- Other duties as required.

**Skills/ Experience**

- Enrolled/ Acquired degree related to education or equivalent experience.
- Bilingual (English / Spanish) preferred
- 2-3 years' experience in education, informal or formal settings, especially at the PreK or K/1 level
- Preference given to candidate with previous experience in community-based programs

The ideal Assistant Educator for Learn and Play Tampa Bay will have the following personal competencies and characteristics:

- Flourish in a diverse and high-achieving environment and will be energized by the prospect of working with the Museum Team to deliver strong results
- Value and leverage relationships in the community and pursue authentic educational outreach therein

- Confident and articulate communicator with the capability to work fluidly across all grades and abilities
- Brings innovative ideas and new, cutting edge learning innovations that will add to and strengthen the museum's repertoire of programs
- Authentic passion for creating extraordinary learning experiences for children and families and especially be driven to serve underserved and marginalized audiences

### **Work Situations:**

- *Communication* - The ability to relate to people in situations involving more than giving and receiving instructions.
- *Direction, Control and Planning* - Adaptable to accepting responsibility for the direction, control, or planning of an activity. The employee may be in a position to negotiate, organize, direct, formulate practices, or make decisions.
- *Feelings or Ideas* - Adaptable to situations involving the interpretation of feelings or ideas in terms of personal viewpoint. The employee may be called upon to use creativity, self-expression, or imagination.
- *Influencing* - Adaptable to influencing people in their opinions, attitudes, or judgments. The employee may be in a position to motivate, convince, or negotiate.
- *Measurable or Verifiable Criteria* - Adaptable to making generalizations, judgments, or decisions based on measurable or verifiable criteria. The employee may make evaluations on the basis of data.
- *Performing Under Stress* - Adaptable to situations requiring the precise attainment of set limits, tolerances, or standards. The employee may need to be precise, thorough, exacting, or meticulous in regard to material worked; or in activities such as numerical determinations, record preparation, or inspecting.
- *Repetitive, Continuous* - Adaptable to performing repetitive work, or to continuously performing the same work, according to set procedures, sequence, or pace. The employee may perform work that is inherently of a repetitive nature.
- *Sensory or Judgmental Criteria* - Adaptable to making generalizations, judgments, or decisions based on sensory or judgmental criteria. The employee may rely on one or more of the five physical senses, or rely on knowledge gained by experience to make evaluations.
- *Set Limits, Tolerances, or Standards* - Adaptable to performing under stress when confronted with emergency, critical, unusual, and/or dangerous situations; or in situations in which working speed and sustained attention are make or break aspects of the job.
- *Variety and Change* – Adaptable to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure. Several duties in a job that require significant differences in technologies, techniques, procedures, working conditions, physical demands, and/or situations constitute this factor.

### **Physical Demands:**

- *Light Work* - Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery, or moving surfaces.
- *Carrying* - Supporting the weight of an object with hands and arms and moving from one place to another.
- *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms.
- *Crouching* - Bending the body downward and forward by bending legs and spine.
- *Fingering* - Picking, pinching, or otherwise working with fingers.

- *Eye-Hand-Foot Coordination* - The ability to coordinate hand and/or foot motions with visual stimuli in order to engage in or perform physical activities, such as typing, operating vehicles or mechanical equipment, etc.
- *Handling* - Seizing, holding, grasping, turning, or otherwise working with fingers and/or hands.
- *Hearing* - Perceiving the nature, intent or meaning of sounds.
- *Kneeling* - Bending legs at the knee to come to a rest on knee or knees.
- *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position-to-position.
- *Pulling* - Exerting a force so as to move an object toward the individual.
- *Pushing* - Using upper extremities to press against something with steady force in order to move forward, downward, or outward.
- *Reaching* - Extending hand(s) and arm(s) in any direction, especially upward in placing or retrieving objects.
- *Sitting* - To rest the body upright supported by the buttocks and thighs.
- *Standing* - To be upright supported by the buttocks and thighs.
- *Talking* - Expressing or exchanging ideas by means of the spoken word.
- *Walking* - Moving about on foot to accomplish tasks.
- *Seeing* - The ability to perceive the nature of objects by the eye. The important aspects of vision are:
  - (a) Clarity of vision at 20 inches or less.
  - (b) Clarity of vision at 20 feet or more.
  - (c) The ability to judge distance and space relationships.
  - (d) The ability to identify and distinguish colors.

#### **Other Requirements:**

- *Travel* - may require occasional travel
- Valid State Driver's License
- Will require weekend, holiday and some evening work
- Will require both indoor and outdoor work
- Will require uniform/dress code

#### **Supervision/Contacts:**

- Receives supervision from Director and his/her assignee
- Daily contact with Museum employees, volunteers and management
- Daily contact with visitors; occasional contact with outside vendors

#### **Environment:**

- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside.

#### **Tools and Equipment Used:**

- Personal computer, fax machine, telephone, computer printers, calculator, copier, museum alarm system, lighting controls, museum exhibit PCs and software, interactive components, small and large home appliances.
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I certify that I have reviewed and understand all of the requirements of performing this job and that I am capable of meeting each and every requirement, with or without reasonable accommodation. I understand that the essential and/or non-essential functions and the associated abilities, requirements and conditions outlined above describe the general nature and level of the work performed. I understand that they are not intended to and in no way represent an exhaustive listing of all tasks involved in performing the job. I understand that business necessity may dictate changes in the position requirements at any time. I understand that even though I may be able to perform the job, there are other requirements I must meet before being offered the job. I understand that I must perform all essential and non-essential functions in a manner that is not hazardous to myself or to others. I also understand that any employment relationship with this company is of an "at-will" nature, which means that if employed I will be free to resign at any time, and that the Company may terminate my employment at any time, with or without prior notice.

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Signature