

Glazer Children's Museum
JOB DESCRIPTION

Assistant Educator - Temporary
Hourly Rate up to \$15

Position Summary

The primary function of the Assistant Educator is to assist in facilitating a playful educational experience for children and caregivers. The Assistant Educator assists in preparing and delivering formal and informal bilingual education experiences, intentional relationship-building and interaction with adult caregivers, and the collection of metrics for program evaluation. Assistant educators embrace play-based learning and best practices in early childhood education to foster playful learning experiences throughout Tampa Bay.

This is a temporary, part-time, non-exempt position extending through August 31, 2024 (not to exceed 25 hours weekly) and reporting to the Director of Education or their designee. This role requires physical presence in the Museum and independent travel to various outreach locations throughout Hillsborough county. The position requires a regular work schedule of Monday -Friday from 8AM - 1:00PM.

Essential Functions

- Assists in delivering engaging play-based learning experiences for children and adults.
- Assists in preparation of daily activities and programs.
- Interacts with children and adult caregivers in a positive, welcoming, and culturally competent manner. Works diligently to build trust and relationships with children and adults.
- Sets up and cleans up internal and external educational spaces and ensures all spaces are representative of the GCM experience.
- Assists with monitoring the inventory of supplies and follows proper procedures for restocking supplies when needed.
- Assists with the proper collection of program metrics and has an understanding as to how the metrics affect programming.

Non-Essential Functions

- Other duties as required.

Education, Experience and Skills

- High school diploma or equivalent
- Bilingual preferred (English/Spanish)
- Valid driver license and vehicle for transportation
- Ability to successfully complete tasks in a fast-paced environment
- A passion for the mission of the Glazer Children's Museum
- An understanding of and commitment to play-based education for all learners

Required Skills/Abilities

- Ability to have reliable transportation to and from work
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Proficient with Microsoft Office Suite or related software.

Physical and Mental Requirements

- Ability to deliver joyful and energetic engagement with the public
- Ability to function well in a high-paced and at times stressful environment
- Prolonged periods of sitting at a desk and working on a computer.
- Prolonged periods of standing and working with the general public.
- Moves equipment weighing up to 15 to 50 pounds at times
- Ability to move self in different positions to accomplish tasks in various environments including tight and confined spaces.
- Must be able to complete tasks in a noisy environment
- Employee is subject to inside and occasional outside environmental conditions. Protection from weather conditions but not necessarily from temperature changes when inside or outside.

Values of GCM

- Collaboration
 - Strong “we are better together” mentality that makes for a great teammate.
 - Trustworthy individual who takes the responsibility of representing the department, the museum, and its ideas at all times. Puts the museum first in all work related decisions and situations.
 - Value and is committed to continued learning and embrace a growth mindset, following current research and trends in early childhood education and bringing innovative ideas to the team.
- Play and Experimentation
 - Ignite a shared passion for the power of play by engaging children, families, and the entire community.
 - Understands that the role they play is to serve as an ambassador for play and the Glazer Children’s Museum and conducts themselves in a manner that is both fun and professional.
- Equity and Inclusion
 - Advocate for equity, inclusion, accessibility, and diversity - treats all people with respect and dignity.
 - Identify and remove barriers, so every child and family has access to powerful play and feels welcome
 - An excellent communicator who is able to interact with a variety of coworkers, volunteers, children, and adult caregivers.

Acknowledgement

I _____ certify that I have reviewed and understand all of the requirements of performing the job of _____ 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.

_____|_____
Signature Date