

Glazer Children's Museum
JOB DESCRIPTION

Education Specialist

Hourly Rate up to \$20

Position Summary

The Education Specialist facilitates positive and high-quality GCM educational experiences for guests of all ages. This is achieved through the careful preparation and engaging delivery of formal and informal bilingual educational experiences, intentional relationship-building and interaction with adult caregivers, and the collection of metrics for program evaluation. The Education Specialist embraces play-based learning, and best practices in early childhood education to foster playful learning experiences throughout Tampa Bay.

This is a temporary, full-time, non-exempt position extending through September 30, 2026 and reports 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 generally is Monday –Friday but with frequent weekend availability for outreach events. This position requires a Level 2 background screening through the Clearinghouse <https://info.flclearinghouse.com>

Essential Functions

- Creates and leads engaging play-based learning experiences for children and adults.
- Executes GCM's curriculum and delivers consistently high-quality, inclusive play-based learning programs and experiences for all.
- Collaborates with Education Specialists and other Education Department teammates to reflect on educational practices and prepare programming with intention.
- Prepares daily activities and programs to ensure each is thoughtfully presented, organized, and executed. Uses educational expertise to modify activities to meet the needs of guests.
- 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 and follows GCM's operational procedures
- Responsible for driving and maintaining van and van contents. Monitors inventory of supplies and follows proper procedures for restocking supplies when needed.
- Ensures inventory and back stock are organized in storage and van for all Education programming.
- Uses an online database to support program enrollment and evaluation processes by collecting and securely storing participant information, monitoring enrollment, and creating class rosters. Follows procedures to maintain participant confidentiality and understands how enrollment data and metrics impact the program.

Non-Essential Functions

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- Other duties as required.

Education, Experience, Skills

- 2+ years' teaching experience in informal or formal education
- Bachelor's Degree in education or equivalent experience
- Bilingual preferred (English/Spanish)
- Valid State Driver's License and a car
- Ability to successfully complete tasks in a fast-paced environment
- Strong organization, oral, and written communication skills
- 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.

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- 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