

## Position Description

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Title: **AmeriCorps Education Specialist**

Division: Education

Classification: AmeriCorps member; Full-time, 12-month position that starts September 1, 2018 and ends on July 31, 2019.

Reports To: Curator of Education

Supervises: N/A

### High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the biotic and cultural elements of the High Desert region of the Western United States. Located near Bend, Oregon, on the edge of the beautiful Deschutes National Forest, the Museum melds the natural history of diverse habitat types with human history of the environment into a unique blend of indoor and outdoor exhibits, living history and both living and historic collections.

### Notre Dame Mission Volunteers-AmeriCorps- Organization Description

Notre Dame Mission Volunteer Program, founded by the Sisters of Notre Dame de Namur in 1992, has been placing volunteers at sites nationwide to work alongside all people, especially the economically disadvantaged. The volunteers accomplish this mission by promoting literacy and education.

AmeriCorps is a federally-funded service program, commonly referred to as the domestic Peace Corps, that brings together citizens of diverse backgrounds to serve communities in the areas of education, public safety, human needs and the environment.

In 1995, NDMV sought a partnership with AmeriCorps to allow for an increase in the number of members, offering greater community service in financially-limited sites. This partnership formed Notre Dame Mission Volunteers-AmeriCorps.

### Job Summary – Education Specialist

The Norte Dame Mission member serves as an Educational Specialist and will develop curriculum and implement our *Animal Adventures* program, a preschool literacy program that takes place twice a month at public libraries around Central Oregon. The member will be trained to provide hands-on, inquiry-based natural and cultural history education programming. Program participants will include Headstart, community outreach programs, and elementary school students at the Museum through school and kids camp programs. This position will include teaching our discovery classes such as *Fired Up!* and *Desert Waters*, where the majority of the students come from Title I schools. The educational specialist will also build and maintain relationships with the school community by helping to register classes and campers for our programs. As part of this position, the education specialist will have training opportunities to learn how to handle birds, reptiles, and amphibians.

### Required Qualifications

- Independent, self-motivated, creative and resourceful individual who enjoys working with diverse groups of people, especially children.
- Strong organizational and communication skills.

- Undergraduate classes in early childhood or elementary education and/or natural and cultural history.
- Previous experience teaching and/or working with children in an education setting.
- Knowledge of the cultural and natural history of the High Desert region.
- Willingness to work a flexible schedule, including occasional evenings or weekends.
- Must have a valid driver's license and good driving record.
- Must submit to a criminal background check by the High Desert Museum.
- Bilingual/Spanish preferred.

We invite applications from individuals who are over 21 and have work experience or a college education. A high school diploma is required unless the applicant is enrolled in a GED program while serving and completes his or her GED by the end of the year of service. The successful applicant will be an outgoing, friendly, team player and must be detailed-oriented while handling multiple projects and deadlines. They must have a high degree of energy and enthusiasm for a visitor-service oriented organization. The position requires some evenings and weekends, working inside and outside, and handling live animals.

### Responsibilities and Tasks

1. Organize, schedule, travel to, deliver and evaluate *Animal Adventures* program.
2. Develop program design and delivery for school and camp programs, including pre- and post-contact with participating classes.
3. Support the development of Museum exhibit interpretive programs.
4. Support and training of Museum volunteers.
5. Complete and submit in a timely manner all NDMVA/AmeriCorps reports and time sheets.
6. Attend NDMVA/AmeriCorps sponsored orientation, trainings, and meetings

Compensation: After completion of 1700 hours individuals will receive an education award for \$5,815 (pre-tax) and a living stipend of \$12,530 (pre-tax) over the 11 months of service.

For more information, please contact Notre Dame AmeriCorps directly.

Celeste Goulding, Bend Oregon Site Director

[bend@ndmva.org](mailto:bend@ndmva.org)

541-788-8385

To apply, [www.ndmva.org/apply](http://www.ndmva.org/apply)

The High Desert Museum is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.

### **Mission**

To explore the High Desert's unique landscape, cultures, wildlife, history and arts, connecting our visitors to the past and helping them discover their role in the present and responsibility to the future.