

Position Description

Title:	Museum Educator
Classification:	Seasonal, hourly (30-40 a week)
Reports To:	Curator of Education
Pay rate:	\$16 an hour

High Desert Museum – Organization Description

The High Desert Museum is a non-profit organization focused on the natural 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 historical collections.

Job Summary – Museum Educator

The Museum Educator is responsible for the design, management, and implementation of the High Desert Museum's all-day learning program to be held at La Pine Elementary. Dates are from September 9 through October 23, with the possibility of an extension.

Required Qualifications

- A bachelor's degree in a field appropriate for the position, e.g. education, art, environmental sciences, history, etc.
- Experience working with children in a professional setting
- Demonstrated knowledge of best practices in teaching methods and classroom management
- Excellent organizational, communication, and writing skills
- Ability to work well with a diverse group of people
- Ability to teach a variety of subjects and grade levels effectively and energetically
- Proficiency with Microsoft office

Responsibilities and Tasks

1. Assist in the design of the learning program.
2. Manage learning program logistics including preparing materials, scheduling activities, and communicating program logistics with other divisions within the museum.
3. Act as the frontline staff to communicate with caregivers of children in attendance.
4. Help implement a daily and weekly schedule for the program participants.
5. Organize and lead a variety of small and large group activities each week. Activities may include crafts, nature, songs and games.
6. Identify and respond to camper behavior issues.
7. Communicate with caregivers about participant's experiences and report concerns to program leadership.
8. Assist in maintaining accurate program records including incident reports, logbook documentation and daily attendance.
9. Know and understand all emergency procedures associated with the learning program.
10. Know, enforce and follow all safety guidelines associated with learning program. This includes but is not limited to being responsible for the students' safety and their whereabouts at all times.
11. Comply with all Museum policies, procedures and safety regulations

12. This position description in no way states or implies that these are the only duties to be performed by this employee, they will be required to follow any other instructions and to perform any other work-related duties requested by their supervisor.

Work is both indoors and outdoors in various weather conditions. Must be detail oriented in handling program scheduling and other administrative duties. Must be able to multi-task and have a high degree of energy and enthusiasm.

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.

**Please send resume and cover letter to the High Desert Museum,
attention Human Resources.**

jobs@highdesertmuseum.org

<http://highdesertmuseum.org/job-opportunities>

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.