

Explora Job Description



Explora Job Description

Group: Education

Position: Educator

Reports to: School & Communities Programs Manager

FLSA status: Up to 29 hours per week (part-time) or 40 hours per week (full time); exempt (salaried):
on-site

Pay range: \$44,000/year with 100% employer-paid health insurance premiums and additional benefits

Position Summary:

Responsible for facilitating inquiry-based learning experiences for audiences of all ages. Educators are skillful at creating STEAM interactions that are engaging, effective, and memorable for visitors and program participants, both at Explora, during outreach around the state, and virtually through Zoom, Google Meet, and other platforms. They model Explora's pedagogy, demonstrate excellent customer service, create a welcoming atmosphere, are community-minded, and contribute positively to the Explora Education Team. Preferred qualifications: Bachelor's degree in field of emphasis (i.e. education, early childhood, physical science, physics, chemistry, biology, art, family studies, psychology) or equivalent experience. Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico. Ability to work some evenings/weekends each month. Spanish fluency is a plus.

Essential Duties and Responsibilities:

- Facilitate demonstrations, activities and programs in STEAM for a variety of audiences.
- Facilitate experiential educational programs for a variety of audiences, both on-site and through outreach including virtual programs. Outreach occurs throughout the state at community centers, schools, libraries, festivals, etc. Educational program audiences include families, students, after-school, homeschool, multi-day camps, teachers and scientists.
- Greet and interact with Explora visitors and school groups, according to Explora's pedagogy.
- Collaborate with other educators and Explora staff members in the development of programs and maintenance of program materials.
- Work on committees that cross Explora departments.
- Deal appropriately with visitor comments/concerns.
- Comply with all operational policies, especially those involving the safety of fellow workers, volunteers and visitors.
- Demonstrate excellent customer service and create a welcoming atmosphere at all times.
- Interact well with all levels of management, peers, co-workers, suppliers, and vendors.
Coordinate with other groups as needed
- Maintain a current and valid driver's license to perform work duties if position requires activities that require travel
- Work weekends and late hours, as business needs dictate

- The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity; Explora maintains the right to augment or delete duties and responsibilities as business dictates

Minimum Qualifications:

- Basic computer skills required
- Experience working with children and families, especially in a museum or informal setting.
- Bachelor's degree in field of emphasis (i.e. education, early childhood, family studies, physical science, biology, physics, chemistry, art, psychology). An equivalent combination of education and/or experience may be substituted, as long as it directly relates to the essential duties and responsibilities
- Expressed interest in scientific and artistic phenomena and in education
- Ability to work both independently and with a team
- Excellent organizational, interpersonal, and planning skills. Good verbal and written communication skills
- The ability to speak Spanish is desirable.

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting
- Requires effective eye-and-hand coordination and manual dexterity
- Requires standing and walking approximately 75% of the time, with regular need to perform physical actions that include sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds

Work Conditions:

- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position, it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the Americans with Disabilities Act (ADA).

Employee signature

Date signed

Director signature

Date signed

**Explora Science Center & Children’s Museum
IS AN EQUAL OPPORTUNITY EMPLOYER**