Explora Job Description

Group: Education

Position: Assistant Outreach Educator (Out of School Time Programs)

Reports to: Out-of-School Time Programs Manager

FLSA status: Up to 29 hours per week (part-time); non-exempt

The schedule is primarily Monday-Friday from 2-6 pm when school is in session (exact time determined by program location); this position is for the 2026/2027 school year. Before school hours possible with professional development hours.

Compensation: $14.00/hr

Position Summary:

Responsible for facilitating inquiry-based and experiential learning experiences for an out-of-school time audience of elementary to middle school aged students; supporting students in completing homework assignments; creating STEAM (science, technology, engineering, art, and math) interactions that are engaging, effective, and memorable for program participants. Facilitate STEAM based kits. Must provide excellent classroom management. Model Explora's pedagogy, demonstrate excellent customer service, create a welcoming atmosphere, be community-minded, and contribute positively to the Explora Education Team. Preferred qualifications: degree-in-progress in a field of emphasis (i.e. education, family studies, physical science, biology, art, early childhood, etc.) or equivalent experience in out-of-school education settings. The schedule is Monday-Friday from 2-6 pm when school is in session (exact time determined by program location); this position is for the 2026/2027 school year. Before school hours possible with professional development hours.

Explora is committed to building a diverse staff that reflects the demographics of New Mexico and strongly encourages applications from BIPOC candidates.

Essential Duties and Responsibilities:

- Facilitate demonstrations, activities and programs in STEAM for elementary and middle school aged children.
- Facilitates and assists site lead in daily schedule of OST programing
- Collaborate with other educators and Explora staff members in the development of programs and maintenance of program materials
- Deal appropriately with troubling situations or comments; escalate situations quickly to site lead and/or manager
- Contributes to a welcoming out-of school time program at area elementary & middle schools
- Facilitate inquiry and experiential educational programs

- Creates STEAM (science, technology, engineering, art, and math) interactions that are engaging, effective, and memorable for program participants
- Support students in completing homework
- Deal appropriately with a variety of situations involving students and parents, including difficult situations; in such cases, escalate situations quickly to manager and/or school staff
- Comply with all operational policies of Explora and school sites, especially those involving the safety of program participants, fellow workers, volunteers, and visitors
- Demonstrate excellent customer service and create a welcoming atmosphere at all times
- Interact well with students, school staff, parents, and co-workers
- Maintain a current and valid New Mexico driver's license to perform work duties if position requires activities that require travel
- Work Monday-Friday from 2-6 pm on days schools is in session
- 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:

- Experience working with youth and children, especially in an informal setting
- Degree-in-progress in the field of emphasis (i.e. education, family studies, physical science, biology, physics, engineering, art, early childhood). 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
- Bilingual in Spanish preferred

Functional Work Characteristics:

- Requires standing and/or walking, with regular need to perform physical actions that include, sitting, stooping, kneeling, crouching, reaching, handling materials, pulling, carrying, and pushing.
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds.
- Facility may expose employees to loud noise levels, temperature changes, and physical obstacles.
- Must pass a federal background check upon employment.

Work Conditions:

- Most essential duties are performed in a museum and school 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 incumbents 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 Is An Equal Opportunity Employer