



## **Museum Educator in Training: Student Education Evaluation Volunteer Position (10 hours per week)**

**POSITION SUMMARY:** This position reports to the Manager of Enhanced School Visits for Students and the Senior Manager of Student Education in the Education Division and is responsible for assisting in the implementation of evaluation studies in Student Education. Evaluation studies focus on students, teachers and parent chaperones. The training program is designed to provide an in-depth, hands-on experience for people interested in pursuing a career in informal education. Educators participating in the program will learn survey and evaluation techniques, further their knowledge of science content, and gain an understanding of how to communicate with students of varying ages and backgrounds.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Conduct evaluation protocols to school groups in the classroom, and/or at the museum.
- Administer, disseminate and collect evaluation materials.
- Coordinate, prepare and maintain supplies, educational materials, and work spaces.
- Help with the development and prototyping of evaluation materials.
- Actively participate in regular team meetings.
- Provide administrative support as needed, including analysis related to programmatic evaluation.
- Follow all Academy safety regulations.
- Other duties as required.

### **QUALIFICATIONS**

To perform this volunteer position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **EDUCATION and/or EXPERIENCE**

- Bachelor's degree- completed or in progress
- Background in museum studies, psychology, sociology or education
- Some experience in informal science education or a formal classroom preferred

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Superb attention to detail, organizational and time management skills
- Excellent interpersonal and communication skills
- Public speaking skills, including comfort talking with people
- Working knowledge of Microsoft Office software
- Basic knowledge of natural history and life sciences
- Willingness to learn and strong desire to support the Academy's mission

### **SCHEDULING REQUIREMENTS**

This training program is of a fixed length, but can be modified to include the optimal hours needed for academic credit. Applicants must be available at least one weekday per week from 8:30am- 1pm during the school year from September – December 2012 and/or January - May 2013.

### **PHYSICAL DEMANDS and WORK ENVIRONMENT**

While performing the duties of this position, the volunteer is frequently required to reach, talk, hear and tolerate high levels of noise. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

### **TO APPLY:**

To apply, contact [rhenning@calacademy.org](mailto:rhenning@calacademy.org) or call 415-379-5111.

For details about this specific volunteer position, contact [educatorintraining@calacademy.org](mailto:educatorintraining@calacademy.org)