



Museum Educator in Training: School Programs Volunteer Position (10 hours per week)

POSITION SUMMARY: This position reports to the Manager of Enhanced Museum Visits for Students and the Senior Manager of Student Education in the Teacher & Youth Education department, and is responsible for assisting in the implementation of on-site facilitated field trip programs for 2nd- 8th grade classes. 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 teaching 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

- Assist education staff in teaching and developing programs in the Academy's labs and classrooms.
- Prepare and maintain supplies, educational materials, classrooms and work spaces.
- Actively participate in staff meetings, trainings and programmatic evaluation.
- Provide administrative support as needed.
- 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, natural sciences 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
- Basic knowledge of natural history and life sciences
- Working knowledge of Microsoft Office computer programs
- Strong public speaking skills
- 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 two weekdays per week from 8:30am- 1:30pm during the school year from September – December and/or January - May. In August, training is provided to new volunteers prior to the start of field trip programs. Additionally, there are required trainings on the third Wednesday of every month from 9am- noon.

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 or call 415-379-5111.

For details about this specific volunteer position, contact educatorintraining@calacademy.org.