

Job Description

Job Title: Early Childhood and STEAM Educator

Reports To: Executive Director

FLSA Status: Non-exempt

Pay Range: \$15.00 - \$18.50

Hours per week: Initially 20 hours, expected to increase to 30 – 35 by summer 2021 (Wednesday – Sunday), to support increased programming and museum utilization

PRIMARY PURPOSE

Helps preschoolers and their families and educators in our community discover the joy of learning by developing early childhood exhibits, programs and outreach that will impact their lives. Develops and delivers quality STEAM learning programs that engage parents as the primary source of learning for their children, birth to 3rd grade. Serves on the staff leadership team to ensure delivering of high-quality museum experiences and branding as **WHFF & P (Welcoming Helping Friendly Fun & Proactive or)** for the Children's Museum of Fond du Lac (CMFDL).

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

- Incorporates evidenced based teaching philosophies to support early childhood development and STEAM learning, through CMFDL's exhibits and programs.
- Networks with educators in the industry and community to offer high quality learning programs that support healthy development of children and engages their caretakers.
- Oversees scheduling and registration for classes, field trips and birthday parties.
- Works closely with donors and community partners for effective program delivery in alignment with strategic objectives.
- Works closely with all CMFDL staff to ensure appropriate staffing for events.
- Maintains accurate records of visitor and volunteer data.
- Communicates all exhibit and facility maintenance concerns to the Executive Director or other appropriate staff.
- Supports 4 main functional areas: programs and services (65%), fundraising (5%) and general (5%), membership development and retention (25%)

SUPERVISORY RESPONSIBILITIES

Initially, this position will not have any supervisory responsibilities, however, as the CMFDL's user base grows, responsibilities may include training and supervision of new staff and volunteers.

QUALIFICATIONS

- Demonstrates high level of management skills.
- Proven ability to communicate both orally and in writing.
- Experience with and ability to meet deadlines.
- Ability to Multi-Task, perform many projects at once.
- Ability to relate well to people of all ages and backgrounds.
- Ability to work successfully as a team player.
- Ability to be self-motivated and to work independently.

EDUCATION and/or EXPERIENCE

- Experience working with children.
- Prior customer service or nonprofit leadership preferred.
- Associates or Bachelor's degree (Early Childhood Development or Education, specializing in early childhood) required.
- Proficiency with a number of software programs required.

QUALIFICATIONS & OTHER REQUIREMENTS

- Valid driver's license and ability to pass a background check.
- Weekend work required.

PHYSICAL DEMANDS

The employee is required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must be able to lift and/or move up to 40 pounds unassisted. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The Early Childhood and STEAM Educator (ECSE) must be willing and able to work a flex schedule to meet the demands of the position. On occasion, the ECSE position requires extended work hours for evenings.

SUPPORT STRUCTURE

The ECSE is an integral part of the staff leadership team of the organization model (dated January 2021) as reviewed by the Board of Directors. On an annual basis (or more often if needed), the ECSE will review goals and progress with the Executive Directors and outline action plans needed to support the ECSSEM's professional development as well as the museum's growth and development.