

Job Title: Museum Teacher

Reports To: Communications & Programs Senior Manager

Employment: Contract Basis

Work Expectation: 32-40 hours per week, including every other Saturday  
Starting at \$18/ hour

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### **PRIMARY PURPOSE**

The Museum Teacher is responsible for providing high quality, organized and energetic delivery of Museum programming to engage children and their caregivers in a partnership of learning through play to support their development. These programs will primarily focus on music, art, and science for early learners.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES** (Other duties may be assigned)

The Museum Teacher will be responsible for the following tasks:

- o Create and document lesson plans prior to the start of class, if applicable.
- o Provide a copy of all lesson plans to CMFDL. CMFDL may use such materials for future class offerings.
- o Purchase and prepare materials for class **if less than two weeks prior to class**. If prior to 2 weeks, museum volunteers can help with this.
- o Arrive 15 minutes prior to the start of class.
- o Set up for class each day; CMFDL will be happy to assist if requested
- o Greet class participants.
- o Clean up after class, if time permits in contracted hours; CMFDL will be happy to assist if requested
- o Communicate with parents as necessary regarding:
  - o Daily class activities
  - o Expectations of parents
  - o Expectations of child's behavior
  - o Situations where a child may need additional support for class
  - o Promotion of other CMFDL classes, programs, events, etc.
- o Promote class to help increase enrollment (i.e. distribute program flyers) to personal contacts.
- o Other Museum duties as assigned

### **QUALIFICATIONS**

- Proven ability to communicate both orally and in writing with a wide variety of individuals.
- Experience with and ability to meet deadlines
- Strong organizational skills
- Ability to multi-task

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

- Proficiency with Microsoft Office and Google programs required
- Experience working with both children and adults

**CERTIFICATES, LICENSES, REGISTRATIONS & OTHER REQUIREMENTS**

Valid driver's license and the ability to pass a background check and other necessary employment screening.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee is occasionally required to stand, walk, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 40 pounds unassisted.

**WORK ENVIRONMENT**

CMFDL staff supports a **Welcoming, Helping, Friendly, Fun, Proactive & Safe** culture while upholding the core values of our organization to supports development, engages all people, fosters respect and trust, encourages open communication, embraces strengths, inspires lifelong learning, celebrates childhood, and promotes PLAY.