

HELP WANTED

IMMEDIATE OPENING:

Per Diem Educator for World Awareness Children's Museum

Job Function: Outreach program implementation

Education: BA/BS/Undergraduate, certified teacher

Min Experience: 1-2 years

Required Travel: 100%

Location: 89 Warren Street, Glens Falls, NY 12188

Small non-profit children's museum (250K) is seeking an enthusiastic Per Diem Educator. The organization is located in Glens Falls, NY and our mission is to inspire curiosity and foster understanding and appreciation of worldwide cultural diversity. The chosen candidate for this position will be responsible for implementing museum educational outreach programs. These programs are presented offsite at locations such as schools, libraries and other community organizations. This position will play a key role in fulfilling the organization's mission and will report to the Coordinator of Education and Programming.

Responsibilities

- Implement pre-designed outreach programs for specific audiences such as preschool children, elementary aged students, and children served through community organizations. Periodically present to older students and adults.
- Enhance the presence and image of the Museum in the community through positive interactions and presentations.
- Share program offerings and increase program use by spreading the word in the community.
- Maintain availability with at least 3 days a week unlimited daytime flexibility. Museum programming has peaks and valleys throughout the year with October – December and March-June being the busiest months.
- Share anecdotal feedback and deliver evaluations to Manager of Education and Programming in order to inform future program design.
- Submit bi-weekly time sheets electronically or by regular mail.
- Provide monthly documentation of the programs presented to keep track of statistics.
- Stay up-to-date on program trainings and informed on new education policies.
- Attend periodic education meetings.

Per Diem Educators are paid at a flat rate of 3 hours per program for outreach programs in Saratoga, Warren, and Washington counties. For programs within a 10 mile radius of museum,

it will be a flat rate of 2.5 hours per program. If multiple programs are scheduled at same location on the same day outside of the 10 mile radius, the first program will be paid at 3 hours with each of the subsequent programs at 2.5 hours that day.

Mileage will be reimbursed in accordance with standard IRS rates. World Awareness Children's Museum reserves the right to change these guidelines based on programming demands and financial needs.

Position to be filled ASAP

Salary: \$16.50/hour

Send letter of interest, resume and references to director@worldchildrensmuseum.org