

UO Museum of Natural and Cultural History

Museum Outreach Educator - Summer 2020

Student Position Description

Note: This is a summer position, appropriate for students not registered for classes during summer term and/or students graduating in June 2020. The position offers a great experience for individuals interested in museum/informal education, teaching and/or public outreach.

Job Title: Museum Outreach Educator - Summer

Effective Date: June 12 – August 24, 2019

Supervisor: Outreach Coordinator

Salary Range: \$13-\$15 per hour

Number of Openings: 2

Hours per Week: Part-time/ 20-40 hours per week

Application Deadline: Review of applicants begins March 12th and be on-going until filled.

Summary: This position delivers interactive, hands-on educational programs to youth and family audiences at public libraries statewide. The position requires independent statewide travel by car, including several multi-day trips with overnight stays throughout the summer. Vehicle is provided and travel costs, including per diem, are covered by the Museum.

Responsibilities:

- Present community programs for family audiences across the state
- Travel by university vehicle to locations throughout Oregon
- Maintain materials and props in between programs
- Set up and take down outreach program materials in each program location
- Communicate with outreach location contacts to confirm travel or program details as needed
- Communicate verbally and in writing with museum staff regarding outreach programs, including program effectiveness, audience needs, and logistics
- Use judgment, presentation, communication and classroom management skills to ensure the best possible learning environment for participants

Hours and Work Schedule:

- 20-40 hours per week based on program schedule. 225-250 hours total for summer.
- Includes up to 4 extended trips (each with 1-4 overnight stays)
- Includes 2-3 Saturdays
- May include some training and advance preparation prior to June 12th

Preferred Qualifications and Experience:

- Excellent communication and organizational skills
- Experience working with youth
- Experience in science or STEM education and/or free choice learning/teaching environment
- Background or content knowledge in related subjects – archaeology, anthropology, environmental science, geology, paleontology, or other sciences
- Approachable and friendly demeanor, open and respectful to people from all backgrounds
- Flexible and comfortable working in varying locations and environments
- Ability to work independently
- Ability to travel for 3-5 days at a time, including overnight stays
- Ability to lift at least 40 pounds
- Ability to obtain a state vehicle driver certification
- Valid driver's license and ability to pass a background check

How to Apply:

Review of applications will begin on March 12th and be on-going until positions are filled. Submit résumé and cover letter through Handshake, job #3631850 - <https://app.joinhandshake.com/jobs/3631850>.