

Santa Cruz Museum Association
Job description - Education Assistant
Museum of Natural History

Under direction of the Education Manager, the Education Assistant will coordinate and deliver educational programs, and assist in program development. The primary focus of the position at this time is on the off-site Neary Lagoon Wetland Walk Program.

Responsibilities include:

- Lead field trips and classroom presentations for off-site school programs
- Coordinate scheduling for off-site school programs
- Assist in promotion of off-site school programs to schools and teachers
- Assist Education Manager in docent recruitment, training, and management
- Coordinate docent scheduling for Neary Lagoon programs and other off-site programs
- Provide supervision and support to volunteers for off-site field trips
- Assist in the maintenance and repair of interpretive program materials
- Assist in the development of activities and materials for existing and new school programs

Qualifications:

Required:

- Bachelor's degree, or five years of equivalent experience.
- Experience working in educational settings, especially with elementary school-aged children.
- Ability to interact positively and effectively with staff, volunteers, the school community and general public.
- Enthusiasm for environmental education.
- Desire and ability to become knowledgeable in regional natural history and ecology, specifically as it pertains to off-site school programs
- Demonstrated ability to work independently and collaboratively.
- Creative ability and attention to detail.
- Excellent oral and written communication skills.
- Ability to use a laptop computer and digital projector for presentations.
- Ability to use Microsoft Word, PowerPoint, and Excel.
- Ability to lift up to 50 lbs of equipment alone, and move it between locations.

Desired:

- Knowledge of California natural history and ecology.
- Work experience in environmental education.
- Experience working with volunteers.
- Bilingual (Spanish and English)
- Multiple Subject Teaching Credential a plus.

Rate of Pay

\$14- \$16/hour DOE plus full medical and dental benefits

Hours and Work Schedule

35-40 hours/week

To Apply:

Please send cover letter and resume via email to:

staff@santacruz museums.org