



Job Title: Education Department Supervisor

Department: Education

Reports to: Education Department Manager

Position Type: Full-time / Non-Exempt

Salary Range: \$23.00-\$24.00 per hour

Position Purpose

The Education Supervisor is principally responsible for maintaining a consistent informal education experience conducive to exploring curiosity through creativity, and building a culture and environment to foster wonder.

Major Areas of Responsibility:

- Supervise assigned staff and volunteers, including participation in regular performance evaluations
- Develop and maintain comprehensive program policy and procedure
- Work cross-departmentally with Education, Operations, Exhibits/Facilities, Development, and Administration/Finance to ensure smooth collaboration toward museum goals
- Coordinate contractors as need
- Maintain functional program space within the museum in collaboration with other departments
- Ensure that all supervised staff are adequately trained and equipped
- Uphold standards of Diversity, Equity, Accessibility, and Inclusion both internally and externally
- Advocate for visitor experience

Supervises:

- Educators, temporary/seasonal staff, and volunteers within the Education department.

Primary Areas of Focus:

- Onsite Education Programs: K-12 Field Trips and other Education visits to ScienceWorks
- Off-site & Outreach Programs (off-site visits, rural/underserved engagement, community outreach)
- Events (education and general support)
- Seasonal Camps

Representative Duties:

- Schedule off-site outreach programs and onsite camps/classes/workshops
- Assist Education team members in direct instruction/delivery of onsite programs
- Collaborate with the Education Department Manager to recruit, hire, train, and supervise a pool of Educators, temporary/seasonal camp staff, and volunteers/interns

- Develop informal integrated curriculum aligned with the Framework of Next-Gen Science for outreach and camps; assist in development of curriculum for field trips, public programs, and exhibits
- Data collection and periodic reporting to Education Manager on progress toward strategic goals
- Build and maintain positive working relationships with educators and school/district administrators throughout ScienceWorks' service area
- Collaborate with Marketing team toward promotion of all Education programs
- Assist Development staff by providing content and feedback on grant proposals
- Assist Education Manager in conducting, coordinating, and leading teacher, staff, and board training workshops in NGSS

Required Knowledge, Skills, and Abilities:

- Basic understanding of:
 - The process of inquiry-based hands-on STEAM (Science, Technology, Engineering, Arts, Mathematics) education
 - Science pedagogy from pre-k through high school
 - Informal education in the context of museum programming
- Demonstrated ability to:
 - Manage multiple projects on an ongoing basis
 - Prioritize tasks to meet deadlines
 - Effectively explain information and guidelines to staff, volunteers, and visitors
 - Design and maintain forms and well-organized files
 - Supervise individuals, programs, and events
 - Collect, organize, and analyze data with basic statistical knowledge
 - Engage with learners of all ages, knowledge, and experience levels to facilitate learning through hands-on activities, discussion, explanation, and/or demonstration
 - Support the design of constructivist learning experiences for children and adults that integrate hands-on, curiosity-based, inquiry-led STEAM education in collaboration with Education team/Education Manager/Executive leadership
 - Lead and support the design of evaluation tools to collect data on program effectiveness and modify programs in response to data
 - Assess the needs of learners from a variety of backgrounds, cultures, and identities; adjust learning experiences to meet learner needs
 - Plan and lead meetings and present to small and mid-sized groups
 - Contribute to grant writing projects
- Excellent skills in:
 - Communicating in-person/one-to-one/written correspondence



- Customer Service
- Telephone and email outreach
- Training and supervision of volunteers
- Word processing, spreadsheet, and calendar software, including Google Suite. Database and graphic design software skills a plus

Essential Traits

- Reliable, self-starter
- Collaborative team leader
- Well-organized, attention to detail
- Dedicated to education
- Dedicated to outstanding customer service
- Commitment to teamwork to further the mission, vision, and values of ScienceWorks

Minimum Qualifications

- Bachelor's degree and two (2) years of education or public outreach experience
OR
- Associates degree plus five (5) years of education or public outreach experience
- Experience managing people and projects
- Valid driver's license

Preferred Qualifications

- Experience with museum or nonprofit environments
- 3-5 years experience in informal education
- Demonstrated ability in curriculum development
- Demonstrated ability in program evaluation
- Basic graphic design and digital production skills (e.g. making flyers in Canva)
- Knowledge of CRM (customer relationship management) software, spreadsheet creation/use, and communication software platforms (e.g. NeonCRM, Google Suite, TimeNet/HRPyramid, and Slack)
- Fluency in second language



Work Environments & Physical Demands

Duties are performed in office, museum, school classroom, and public environments. Duties require deskwork and standing for multi-hour periods to make presentations and lead activities. Occasional lifting/carrying items weighing up to 50 pounds. *Must be able to transport oneself to work-related assignments, meetings, events, etc.; company vehicle and/or reimbursement for use of personal vehicle will be provided.* **Please see the Physical Demands Checklist below.**

Working hours depend on program needs. *Some long days, evening, and weekend work are required to meet program needs. Some programs require local travel and working outdoors.*

ACKNOWLEDGEMENT

I have read this job description and understand the responsibilities and requirements of this position.

Print Employee's Name

Employee's Signature

Date

Supervisor's Signature

Date

Science Works Museum retains the right to change or modify job duties at any time. The above job description is not all-encompassing. Job descriptions may vary according to changing organizational needs and requirements.

Analysis of Physical Demands Checklist

Key (Based on typical week):

N=Never

R=Rarely (Less than 1 hour per week)

O=Occasional (3%-33% of time)

F=Frequent (34%-66% of time)

C=Constant (over 66% of time)

Activity	Frequency					Activity	Frequency				
	N	R	O	F	C		N	R	O	F	C
<i>Lifting/Carrying</i>						<i>Twisting/Turning</i>					
Under 10 lbs				X		Reach over shoulder		X			
11-20 lbs			X			Reach over head			X		
21-50 lbs			X			Reach outward			X		
51-100 lbs	X					Climb		X			
Over 100 lbs	X					Crawl		X			
						Kneel			X		
<i>Pushing/Pulling</i>						Squat			X		
Under 10 lbs				X		Sit				X	
11-20 lbs			X			Walk-Normal Surfaces				X	
21-50 lbs			X			Walk-Uneven Surfaces			X		
51-100 lbs	X					Walk-Slippery Surfaces		X			
Over 100 lbs	X					Stand				X	
						Bend				X	
<i>Driving</i>											
Automatic Trans			x								
Standard Trans											
<i>Other</i>											
Keyboard/Ten Key				x							
Fingering (fine dexterity)			X								
Handling (grasping, holding)				X							
Repetitive Motion - Hands		X									
Repetitive Motion - Feet		x									