

**HEALTHWORKS KIDS' MUSEUM
JOB DESCRIPTION**

TITLE: Health Educator 2-Lead

**REPORTS TO: Community Partnership
Coordinator**

(Captivating Crew Chief)

FLSA JOB STATUS: Non-Exempt

DATE WRITTEN: November 2017

Evaluation (Weighted) Total: 100%

Full-time Position – 40 hours per week including Saturdays and some Sundays. This position is eligible for benefits. This is classified as a program position.

JOB SUMMARY:

Reports to the HealthWorks! Community Partnership Coordinator. Coordinating the daily activities at HealthWorks! by orienting, training, and continually coaching the High Flying Kid Motivators (Educator 1s), overseeing the museum floor, and ensuring educational excellence is taking place. Functions as an Educator approximately half of work hours and is responsible for filling in when needed. Works in conjunction with the Community Partnership Coordinator to support evaluation and grant fulfillment needs and coordinates the HW! team to that end. Works closely with the HW! team in developing, maintaining, implementing, evaluating, and documenting educational programming, activities, and curriculum.

JOB SPECIFICATIONS:

Education and Experience

The knowledge, skills and abilities as indicated below are normally acquired through the successful completion of a Bachelor's Degree in Education, Public Health or related field. Management experience and experience working with young children, especially in an educational setting, preferred.

Knowledge & Skills

1. Requires playing well with others and being firmly grounded in a team approach and mentality.
2. Demonstrates an ability to create and present an engaging learning experience for children via dance, humor, music, performing arts, storytelling, physical education, drama, or any other creative combination of these.
3. Projects a love for children and a positive image consistent with the values and goals of HealthWorks!
4. Requires the ability to delegate, coach, and motivate adults.
5. Demonstrates strong interpersonal communication skills necessary to interact with a wide variety of clients and organizations in a variety of situations.
6. Demonstrates excellent planning and organizational skills and the ability to work independently.

Working Conditions

1. Works in an interactive children's museum environment and in the community.
2. Some travel to various community sites is required.

Physical Demands

Requires the physical ability and stamina to perform the essential functions of the position including but not limited to lifting and performing multiple programs.

ESSENTIAL JOB DUTIES:

The below statements are intended to describe the essential job functions and are not to be construed as an exhaustive list.

1. Serves as a captivating “Crew Chief” of the Museum and assists with educational programming and curriculum by:

- Assisting in the orienting, training and coaching of the HW! High Flying Kid Motivators.
- Scheduling of staff and volunteers to ensure adequate staffing for museum hours of operation, outreach activities and special events.
- Working closely with the team in piloting new programs and evaluating the effectiveness of newly implemented program techniques and strategies.
- Assisting in Educator performance assessment process and goal setting.
- Maintaining the educational programs by ensuring that there are adequate supplies on hand, and that all props are in working order.
- Completing field trip requests, approvals, and coordinating day of schedule, while maintaining accurate records and stewardship each school visit.
- Responsible for the day-to-day operations that occur on the museum floor including implementing day of museum schedule for field trips and general admission
- Manage the museum floor, ensure there is staff covering the front desk and floor at all times
- Supervise all money transactions for the day, ensure that drawers have been opened and closed correctly, and revenue is accurate
- Responsible for the maintenance and cleanup of the museum and its exhibits
- Reporting maintenance problems that fall outside your scope of work to the Operations Coordinator
- Support databases assistance as needed, such as Mail Chimp, Altru, Survey Monkey etc.

2. As the “Essence of the Educators” supports the HW! team by:

- Spearheading HW! program development team and other HW! staff to create, implement and evaluate health education programs consistent with the needs of schools, youth service agencies, businesses, families, and the broader community.
- Recommending improvements and updating existing programs, as necessary, to meet the educational goals of the HW!
- Organizing the theatres and museum to be efficient, fun and highly workable.

- As part of the HW! team, seeking opportunities to design and provide special programs and events for the community.
- Act as a Liaison between the museum and our members including communicating all relevant information and planning and executing “member only” events.
- Assists Outreach Coordinator with coordinating and scheduling all incoming visit requests pertaining to community, schools, groups, rentals, parties and special events.
- Works closely with Front Desk team to ensure proper follow up and documentation with reservation contact
- Develop a monthly news video to highlight HW! activities and upcoming events.
- Identifying and recommending marketing opportunities as it relates to programs

3. Performs other functions to maintain personal competence and contribute to the overall effectiveness of HealthWorks! by:

- Providing excellent customer service at all times.
- Completing other job-related assignments and special projects as directed.