

COLUMBIA RIVER MARITIME MUSEUM

Job Title: Educator I
Reports to: Education Supervisor
FSLA: Non-exempt - Full Time, Salary
Salary Range: \$31-36,000 annually DOE

JOB SUMMARY – Educator I

The Educator I conducts enthusiastic, fun-filled education programs for diverse museum audiences (with particular emphasis on students, youth, and families) based on the Museum's mission. Educators represent the Museum in a highly positive manner.

The Educator will contribute to the effective implementation and delivery of programs such as but not limited to, Museum in the Schools, Miniboat Program, Learning Labs, family programs, summer camps, clubs, special events, and programs at the Model Boat Pond. This position is qualified as salaried, non-exempt, 40 hours per week with benefits. Work schedule may include weekends, holidays and school breaks.

ESSENTIAL DUTIES/RESPONSIBILITIES: include the following.

- Prepares and facilitates museum educational programming, including Learning Labs and Museum in the Schools
- Implements onsite family programs for museum visitors during school breaks and weekends.
- Assists in summer day camp programming and other hands-on learning opportunities, including the Warnock Model Boat Pond and lightship *Columbia*
- Other duties may be assigned.

EDUCATION AND EXPERIENCE

Bachelor's degree is required. Relevant fields such as museum studies, education, history, or another discipline related to the museum's collections and mission is preferred.

Experience working in an informal education environment desirable.

ADDITIONAL QUALIFICATIONS

- Experience working with children.
- Excellent oral and written communication skills.
- Knowledge of museum education, informal education practices, diverse learning styles, and STEM based programming.
- Proficiency in computer systems, specially, MS Office and Adobe Suite.
- Ability to work weekends and school vacations.
- Ability to multitask and manage a high level of detail.
- Hold a valid driver's license.

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WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to use hands for tactile learning opportunities; talk or hear; and sit. The employee is frequently required to stand and walk. The employee must occasionally lift and/or move materials up to 50 pounds.

Depending on seasonal visitation, this can be a very physical, active role., The employee could be outdoors in all types of weather during site visits; moderate noises (examples: business office with computers and printers, light traffic). During lower visitation seasons, the employee can expect to spend more time indoors and in quiet, research-focused environments.

The Columbia River Maritime Museum seeks a diverse talent pool affording equal opportunity to all candidates without regard to race, color, age, religion, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.

Please send a cover letter with salary requirements and resume to hr@crmm.org

- Excellent Benefits (Medical, Dental, Vision, EAP & more)
- 403(b) Retirement Plan with Employer Match
- Paid time off including sick leave, and vacation.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization. Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law