



Nonprofit Partner
408 Mason Court
Fort Collins, CO 80524
970.416.6738
www.fcmod.org

Summer Programs Educator

Part-time, seasonal hourly (25-30 hours/week)

Availability to work: Monday-Friday, either mornings (8:30am-12:30pm) and/or afternoons (12:30pm-4:30pm) during camp weeks

The Fort Collins Museum of Discovery (FCMoD) is seeking enthusiastic educators to lead week-long children's summer programs.

FCMoD offers a variety of educational summer programs for children ages 3-15. From exploring the outer reaches of our galaxy, to conducting messy science experiments, to dressing up like a pioneer in early Fort Collins, FCMoD's summer programs offer interactive experiences for everyone! Find a list of our 2018 Summer Camps here: www.fcmod.org/summer.

This is a part-time, seasonal contract position. You will be assigned to teach certain camps based on your background, interests, and availability. We ask for a commitment of at least 2 weeks and may be able to offer up to 4 weeks.

- Teach two (2) or more weeks during the summer based on your background, interests, and availability.
- Weekly time commitment will be between 25-30 hours/week. Camp dates and times vary but you must be available to teach Monday-Friday, either mornings (8:30am-12:30pm) and/or afternoons (12:30pm-4:30pm) during camp weeks that you are assigned to teach.
- Pay rate is \$10/hour (non-negotiable)
- All program materials, teaching manuals, and training will be provided by FCMoD.
- You must be able to attend a Summer Programs Group Training night (for all staff, teachers, and volunteers) on Wednesday, May 9th from 5pm – 7 pm at the museum as well as an individual training session (1-2 hours) to be scheduled with the Summer Programs Coordinator.



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ESSENTIAL DUTIES & RESPONSIBILITIES

Education

Summer Programs Educators will inspire camp participants to explore, discover, question, and create! Educators will facilitate dynamic and fun content from FCMoD summer program plans in the unique, informal setting of the museum and by using museum resources. Educators will be flexible and able to respond to the diverse interests of the group while helping participants achieve the objectives of the program.

Professionalism

Summer Programs Educators will represent FCMoD to the highest standard by upholding museum values and by modeling professional behavior and excellent classroom management at all times. Educators will work to create a welcoming, inclusive, and safe environment for all participants and teen volunteers. They will also work collaboratively with FCMoD staff, co-educators, and teen volunteers to provide a cohesive experience and exceptional customer service for the participants.

Organization

Use provided activity plans to prepare collaboratively with co-educators or staff members, prepare duties for teen volunteers, communicate with School Programs Coordinator to ensure program needs are met, gather and prepare supplies for crafts, art projects and/or experiments, and ensure that crafts and/or experiments are set up and cleaned up after each class.

KNOWLEDGE, SKILLS, & ABILITIES

- Enjoys interacting with and engaging school-age students and teen volunteers
- Ability to communicate effectively both orally and in writing
- Be detail-oriented, calm under pressure, and have a discovery mindset
- Ability to work in a fast-paced environment, able to analyze situations, responding quickly to deliver effective solutions
- Ability to establish and maintain effective working relationships with FCMoD staff and teen volunteers

VALUES-BASED BEHAVIORS

- Listens attentively to others and asks clarifying questions to gain a better understanding
- Works effectively in a team environment and actively participates in problem solving
- Comes to meetings prepared and on time; honors work commitments
- Protects the proprietary and confidential information of FCMoD and camp participants
- Follows all museum rules, regulations, and policies



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PHYSICAL DEMANDS

While performing the duties of this job, employee is regularly required to stand, walk, and sit; extended periods of walking and moderate physical activity required. Use hands to feel and manipulate tools and materials, and reach with hands and arms. Employee must frequently lift and/or move up to 50 pounds. FCMoD adheres to requirements set forth by the Americans with Disabilities Act (ADA).

Experience & Education Requirements:

- At least one year education experience either as an educator or pre-service educator in a formal or informal environment
- At least two years of college with emphasis in science, history, culture or a related field
- Other direct and relevant experience *may* be considered and substituted for experience and education requirements

Application Instructions:

Submit electronic cover letter and resume to: Beth Unger, bunger@fcmod.org. Applications will be reviewed and selected candidates will be interviewed.

Additional analysis may be conducted. Hiring is conditional upon a successful background check; additionally, a drug screening may be required.