



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

Summer Programs Educator

Temporary contract position (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 (June 3 - August 9)

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 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 temporary, 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.
- Stipend of \$275.00 - \$325.00, based on program, per camp session taught
- All program materials, teaching manuals, and training will be provided by FCMoD.
- You must be able to attend the following training sessions prior to the start of summer camps:
 - Summer Programs Orientation & Training (for all staff, teachers, and volunteers) on Thursday, May 9 from 5pm – 7 pm at the museum
 - Heritage Courtyard Orientation & Training (for all staff, teachers, and volunteers who will be working at the Heritage Courtyard), May 2nd from 5pm – 6pm at the Heritage Courtyard, 200 Mathews Street (if applicable)
 - CPR training: Tuesday, May 28, 4pm – 5 pm **OR** Thursday, May 30, 5pm - 6 pm
- Additional trainings may be provided by the museum, as well as an individual orientation session (1-2 hours) specific to the camps you will be teaching, to be scheduled with the Discovery Camp 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 discovery camp 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
- Able to communicate effectively both orally and in writing
- Be detail-oriented, calm under pressure, and have a discovery mindset
- Able to work in a fast-paced environment, analyze situations, and respond quickly to deliver effective solutions
- Able 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

- At least one year education experience either as an educator or pre-service educator in a formal or informal environment
- At least one year 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: Clare Gucwa, cgucwa@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.

FOR OFFICE USE UPON HIRE

I have reviewed and understand the essential functions of this job description and am able to perform each function with / without (circle one) accommodation. I further acknowledge that this job description is a general description of the duties of this position and changes in responsibilities may be required periodically by my supervisor.

Signature

Date