

**Pacific Grove Museum of Natural History, Job Opportunity, Pacific Grove, CA**

Job title: Summer Museum Education Assistant

Supervisor: Director of Education and Outreach

Direct Reports: None

Peer positions: Guest Services Assistant

Status: Full-time / Non-Exempt / Temporary / Non-benefited

Hours and Dates: 8:00 AM - 4:30 PM, M-F, May 27 - July 26, 2024

Compensation: \$16.00-\$18.00 per hour

**Position Summary:** The Summer Museum Education Assistant assists with the planning and delivery of Summer Camp for children ages 5-11 on a variety of natural history themes and takes the lead on delivery of one K-grade 2 camp and one grade 3-5 camp.

The Museum Education Team is a group of creative and collaborative scientist-educators. We look forward to including an energetic educator with a strong sense of fun to the team for the summer.

**PGMNH Mission & Vision Statements**

To inspire discovery, wonder, and stewardship of our natural world.

We envision a community of curious minds, engaged in discovering the natural heritage and cultural legacy that exist today on the Central California Coast. The Museum is a catalyst for conservation and a valued learning resource in this region, facilitating active inquiry for all ages.

**Job Outcomes and Responsibilities**

- Presents engaging, hands-on activities to kindergarten - 5th grade campers and facilitates camp games
- Assists with camper care
- Involved in co-developing curriculum for camp and takes the lead on development of one camp with support from Education Program staff
- Prepares instructional materials and learning space

- Participates in camp training
- Works within camp policies and procedures
- Collaborates with the education team

### **Competencies**

- A strong sense of environmental stewardship
- Prior experience and desire to work with children
- Ability to follow instructions and work within policies and procedures
- Work with responsibility, integrity, flexibility, and patience
- A spirit of collaboration, pitching in to get work done, and sensitivity to see what needs to be done
- Skill and interest in doing creative work
- Organization and initiative in creating a work or program plan and flexibility to manage when the plan is no longer feasible or when something unplanned occurs
- Ability to communicate and collaborate using email and shared Microsoft SharePoint documents

### **Additional Desirable Competencies**

- Prior camp or similar experience working with youth
- Experience facilitating team building activities and games
- Knowledge of environmental science

### **Education and Experience:**

High school graduation desirable. Work or volunteer experience working with elementary-age children required.

### **Working Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods; walking up to 1 mile; moderate lifting such as setting up tables and chairs. The position requires the need to lift exhibit items weighing up to 40 pounds. This position will involve working both indoors and outdoors in a variety of weather conditions.

First aid and CPR certification is required. This may be obtained after hire. And a background check is required of all education staff.

### **To Apply:**

Please email a letter of interest and resume to Liese Murphree, Director of Education and Outreach, [murphree@pgmuseum.org](mailto:murphree@pgmuseum.org).