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**Title:** Outreach Education Assistant Manager

**Reports to:** Outreach Education Manager

**Summary:** Under the direct supervision of the Outreach Education Manager, the Outreach Education Assistant Manager will facilitate and oversee outreach education programs delivered across the state of Utah. The Outreach Education Assistant Manager will assist in scheduling outreach presentations, training and mentoring new outreach educators, maintaining inventory, communicating with teachers and principals, facilitating on-site presentations and teacher workshops, as well as presenting Discovery Gateway Children's Museum's science outreach program in schools throughout the state of Utah during the school year, as needed. In addition, the Outreach Education Assistant Manager will be required to participate in programming events and activities to include, but not limited to, Open House for Public Officials, STEM Day on the Hill, Children's Festival, Bumble Bee Bash and other community outreach events as assigned.

**Supervisory Responsibilities:** Assist in overseeing the Science Outreach Educators. Responsibilities include training and constructive feedback; and assigning and directing work. Support staff morale and professionalism.

**Employment Classification:** Full-Time hourly, benefit eligible, Non-Exempt Status. Typical schedule is Monday – Friday.

**Salary Range:** \$20-21/hour

**General Responsibilities:**

- Assist in scheduling schools for outreach programs, sending weekly reminder emails to teachers, and following up with schools that have not responded as needed.
- Coordinate outreach educator schedules and training, including observing presentations at schools several times throughout the year.
- Frequently present science outreach programs at elementary schools throughout the state of Utah. Be on-call to cover schools if outreach educators are unable to present due to an emergency. Maintain practice by teaching regularly, typically 1-2 schools per week or 1 week of teaching per month. Assist in presenting teacher professional development workshops and field trip presentations.
- Support tracking of data and analytics, including number of districts, schools, and classrooms served. Assist in compiling data for year-end reports.
- Maintain current and accurate records, which includes mileage reimbursement and reconciliation of receipts associated with the Discovery Gateway assigned credit card, teacher surveys, student evaluations, etc.
- Travel with program as needed. Travel varying distances to each school or community event which may include a 2–5-day overnight trip.
- Participate in the planning and coordination of departmental projects, including assembling teacher professional development kits and outreach educator kits.
- Maintain equipment and assist in managing vehicle maintenance needs. Equipment will be checked out upon employment to outreach educators.
- Monitor supplies and materials ensuring enough supplies and materials to adequately present the program. Assist in ordering supplies as needed.

- Work closely with education team colleagues to provide support for other educational programs such as field trips, afterschool, summer camps, on-site classes, etc.
- Attend compulsory meetings and training sessions.
- Participate in community outreach events, which include some evenings and weekends.
- Other duties as assigned by supervisor.

### **Qualifications:**

- Bachelor's degree from an accredited college or university preferred.
- Science or Education background or 2-3 years' experience as an educator in a museum or informal education setting preferred.
- Driver's license, clean driving record, and a clean background check.
- Responsible, self-motivated, and capable of performing assigned tasks without direct supervision.
- Ability to provide leadership in a collaborative work environment, communicate effectively, work and interact well with others, think energetically, balance concurrent projects and set and accomplish goals.
- Must have the ability to work on multiple projects, meet deadlines and effectively manage projects.
- Excellent verbal/written communication and interpersonal skills.
- General knowledge of applicable computer software and systems, such as Microsoft Office suite and Google Drive.

### **Working Conditions:**

- Some of the work will be done in classrooms, requiring an extended period of standing, talking and interacting with students and teachers. Work outside of the academic school year is done in the museum or museum office.
- Ability to cope with the stress of a fast-paced work environment.
- Ability to work in excess of a 40-hour week with irregular work hours when needed.
- Ability to walk, stand, and sit (including on the floor) for long periods of time.
- Must be able to lift and carry supplies weighing up to 30 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate needs.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view data on a computer and/or on paper for long periods of time.

Job Type: Full-time

Salary: \$20.00 - \$21.00 per hour

### **Benefits:**

- 401(k)
- 401(k) matching
- Dental insurance
- Employee discount
- Flexible spending account
- Health insurance

- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift
- Generally Monday to Friday
- Some weekend availability

Education:

- Bachelor's (Preferred)