



## Educator & Playologist

### Reports to: Department of Education

**Nature and Scope of Position:** Assist with implementing Discovery Center's education programs (on-site, outreach, public, virtual), interacting with guests and assisting with keeping building and exhibits clean and safe.

#### **Key areas of responsibility**

- Assist in the implementation of Discovery Center education programs to ensure impact and outcomes are meeting current curriculum standards and are innovative, inspiring, and of the highest quality. May include any and/or all of the following:
  - Help plan, facilitate and evaluate public event activities and public programs
  - Help plan, facilitate and evaluate on-site education programs
  - Help plan, facilitate and evaluate camp programs
  - Assist in scheduling of Discovery Center programs, upon training
  - Help plan, facilitate and evaluate out-of-school programming
  - Help plan, facilitate and evaluate off-site education programs
  - Help plan, facilitate and evaluate virtual programs
  - Help plan, facilitate and evaluate early childhood programs, such as SPARK!
  - Assist with animal care, upon training
- Assist in greeting and interacting with museum guests
  - Work on museum floor or at front desk, greeting and interacting with visitors
- Assist with the cleaning and sanitizing of museum
- Other duties as assigned

#### **Competencies:**

Strong communication skills  
Results-oriented  
Quality-minded  
Multi-task  
Client service-minded  
Organized

Interpersonal skills  
Attention to detail  
Flexibility  
Prioritization skills  
Punctuality and Timeliness  
Positive, upbeat attitude

#### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skills and/or abilities required:

- Ability to interact effectively, professionally, and courteously with visitors, staff and volunteers.
- Interactive and fast-paced team oriented tasks
- Exhibit high levels of flexibility and ability to work with a team
- Ability or willingness to learn how to properly operate Discovery Center vehicles including a school bus and pathfinder. Must possess valid Tennessee Driver's License.
- Ability to relate to persons of all ages, diverse backgrounds, skills and abilities.
- Must be able to handle multiple tasks.
- Comply with a flexible work schedule.

- This job requires periods of standing, sitting, walking, stooping, kneeling, reaching, turning, twisting, bending above and below the waist, use of hands and arms, lifting, talking, hearing, use of computer and keyboard. Must have the ability to use both hands in fine manipulation of small tools; the ability to see well enough to read handwritten and typewritten materials; push/pull up to 10 lbs., and regularly lift up to 25 pounds.
- Noise level varies from quiet to loud
- Temperature varies from hot to cold