

Job Description

THE TERRE HAUTE CHILDREN'S MUSEUM

Job Title:	<i>Deming Before-After School Program Assistant</i>
Supervisor:	<i>Early Childhood Program Manager and Deming Before-After School Program Coordinator</i>
Department:	<i>Education</i>
Hours:	<i>12-35 hours per week in the school year, Monday-Friday</i>

KEY RESPONSIBILITIES:

- Implements the before and/or after school program for 4 and 5 year old children at Deming Early Learning Center from 6:30-8:00 a.m. and/or 2:45-6:00 p.m.
- Delivers all programs effectively and safely to ensure family and school satisfaction and achievement of museum program goals.
- May occasionally provide direct supervision of volunteer, work study, and contract program facilitators.
- Helps maintain accurate records of attendance, security issues, and parent communication.

JOB QUALIFICATIONS:

- Minimum of one year experience educating preschool children and/or developing active learning programs in an informal educational environment
- STEM related expertise and/or experience preferred
- Excellent communication, interpersonal and customer service skills
- Excellent writing skills
- Volunteer management experience
- Proven leadership skills
- Self-motivated and responsible
- Outstanding organizational skills
- Comfortable with active, open-ended, busy learning environments
- Ability to work cohesively with a team for common goals
- Appreciates the value of play
- Computer competency especially with MS Office and Google Drive
- Valid driver's license

Supervision Received:

The Deming Before-After School Program Assistant will report to the Early Childhood Program Manager and the Deming Before-After School Program Coordinator..

Supervision Exercised:

Supervises contract, volunteer museum educators, and/or work study students.

Working Conditions:

- Must be able to lift 50 pounds.
- Be physically active for 4 hours a day during program implementation.

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The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive list of duties, responsibilities and requirements.