



**Delaware Museum of Natural History
Public Programming Assistant
Rate of pay \$10.00/hour**

Reports to: Public Engagement Manager
FLSA status: Hourly/Non-exempt

Summary:

- Under the direction of the Public Engagement Manager, the part-time Public Programming Assistant leads virtual and in-person, science-based, educational programs for group tours and outreaches. Assistants facilitate, scout programs, camps, special events, interactive labs, birthday parties, scout & community overnights and more.

Essential Functions:

- Present virtual and in-person engaging, interactive, inquiry-based, science-related, educational programs and tours
- Assist pertinent Public Engagement staff with program and event assessment and evaluation to improve and enhance content
- Create and maintain a positive, creative, inclusive, and curious educational group culture among participants
- With assistance from the School & Community Programs Coordinator adapt tour and program content and delivery for groups with diverse needs
- Responsible for program preparation and clean-up, and care and handling of program materials and equipment
- Monitor on-site tour groups' activities to ensure compliance with Museum contracts and safety practices

Minimum Qualifications:

- BA/BS in a field pertaining to science, education, or natural history-related field preferred. College juniors or seniors working towards a degree considered
- Experience working as an educator in a formal or informal setting
- Ability to work comfortably within a virtual education setting which includes, but not limited to, using Zoom and Microsoft Office
- Ability to take science concepts and present them at an age-appropriate level
- Knowledge of natural history or an interest and willingness to learn
- Excellent communication skills, including ability to relate to different age groups and educational levels in a positive and professional manner
- Valid driver's license

Special Requirements:

- Ability and willingness to handle and assist with the care of the Museum's live animal collection
- May require first aid, CPR, AED training (Museum paid)
- Flexibility and adaptability to work a part-time variable schedule that meets programming and event needs

Other Functions:

- This job posting is not designed to cover all functions, duties, activities or responsibilities that are required.

Qualified candidates are invited to email their cover letter and resume to treed@delmnh.org, fax to the attention of Terri Reed at (302) 658-2610, or submit to the Delaware Museum of Natural History, ATTN: Human Resources, P.O. Box 3937, Wilmington, DE 19807. Deadline for submission is **Friday April 2, 2021.**

The Delaware Museum of Natural History is an equal opportunity employer. We are committed to inclusivity and encourage all qualified candidates to apply.