



Title: Spring Break Discovery Assistant
Department: Education
Status: Temporary, non-exempt, part-time position
Supervisor: Discovery Manager
Dates: March 19-23, 2018

Position Description: Spring Break Discovery Assistants are responsible for assisting the lead educators. They are responsible for organizing materials, clean-up, and working with the students. They are available to assist lead educator as needed.

Major Tasks and Responsibilities:

- Assist Lead Educator in developing a positive and educational environment
- Attend to the safety and educational needs of students
- Assist Lead Educator in maintaining classroom control
- Assist Lead Educator in supervising junior counselor
- Attend staff training prior to the start of camp
- Arrive at least 15 minutes prior to start of class and stay 15 minutes after daily
- Must assist Lead Educator in thorough classroom cleaning at the end of the class

Education and experience requirements:

- High school diploma, AA degree; preferred but not required
- Possesses a valid driver's license
- Ability to obtain First Aid/CPR certifications prior to the class start date
- Experience developing or assisting in educational programming preferred, but not required

Abilities, Skills, and Knowledge:

- Must be able to follow and relay directions clearly and concisely
- Must be able to supervise and work well with others
- Attention to detail
- Ability to communicate with children and adults

Working conditions: Generally indoors and outdoors, Monday through Friday, 8:30 a.m. -4:30 p.m. unless otherwise specified.

Must be able to lift 20 pounds, walk moderate distances, and work well with others

Job contingent on satisfactory passing a background security check

To apply, send a cover letter, resume, and three references to Jill Thomas at employment@musnaz.org.

Email is the preferred method of application submission. If you are not able to submit your application via email, please call Jill Thomas at 928-774-5211, Ext. 203 to receive additional instructions for application submission.

Deadline for application materials: January 15, 2018

Position starts: March 19, 2018 and ends March 23, 2018

The Museum of Northern Arizona is an Equal Opportunity Employer.