



**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](mailto: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.