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## Position Description

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# SCHOOL OUTREACH COORDINATOR

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Reports To:	Director of Education	Department:	Education
Direct Reports:	None	Division:	
FLSA Status:	Hourly Non-Exempt	Pay:	\$14.00 hour
Expansion / Grant:	No	Effective Date:	TBD
Status:	Part Time	Hours / Week:	Up to 28 hrs.

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### Position Summary:

Sacramento Children's Museum seeks a School Outreach Coordinator to oversee the Museum's Van Go! Mobile Museum – a traveling outreach program that brings educational enrichment classes to schools and libraries throughout the Sacramento region and nearby counties.

The School Outreach Coordinator will be the lead educator for the Van Go! program and will facilitate interactive art, STEM, and music programming off-site to children in Grades Preschool-2. This position is responsible for managing all program logistics, which includes staffing and supply inventory. Additionally, the School Outreach Coordinator is expected to assist on the Museum floor and help teach in-house Museum classes.

A qualified candidate should have a strong teaching background and be organized, reliable, punctual, and enthusiastic about working with young children and their families.

### Essential Functions:

- Engage large groups of students in a welcoming, energetic, friendly, outgoing, and professional manner;
- Facilitate small-group hands-on activities at outreach sites;
- Train Museum staff, school parent volunteers, and teachers to assist with program delivery;
- Collaborate with Museum management and staff to further enrich Van Go! outreach programs;
- Communicate with Museum management to ensure adequate outreach staffing;
- Maintain organization and inventory of Van Go! program materials, and submit order requests within budget;
- Drive a large van to and from outreach sites;
- Prepare, load, and unload all program materials in the outreach van;
- Set up and clean up activity stations and traveling exhibits at outreach sites;
- May be trained to teach in-house Museum educational programming, which includes – but is not limited to – Story Time, art, music, science, and cultural classes;

- Positively interact with children through play in the Museum's various exhibits;
- Maintain Museum floor and exhibits;
- Assist visitors in the Museum by providing pertinent information regarding exhibits, programs, and services. Remain polite, courteous, and helpful;
- Be a strong team player with a proactive attitude;
- Consistently work in a positive and cooperative manner with all SCM staff;
- Complete assignments in a timely manner and within Museum's standards; and
- Perform other duties as assigned.

#### Minimum Qualifications:

- Demonstrated teaching experience with children ages 0-8 in classrooms, recreational settings, and/or afterschool programs;
- Currently enrolled in or have already graduated with a degree in Early Childhood Education, Child Development, Teaching Credential, or equivalent;
- Excellent communication skills and ability to speak with ease in front of large and small groups of children and adults from diverse backgrounds. Performance experience an asset;
- Expertise in STEM, art, and music education for early learners is highly desirable;
- Must have early morning weekday availability and be flexible with work schedule, including weekends, holidays, and evenings. Typical schedule may vary depending on the outreach programming needs;
- Must have a valid state driver's license and a clean driving record, and be comfortable driving a Ford Transit van long distances;
- Must have the ability to remain calm, be flexible, and foster positive social skills;
- Bilingual skills preferred; and
- Must be able to lift 30 lbs.

To apply, please forward your resume and cover letter in a Microsoft Word or PDF attachment to [vango@sackids.org](mailto:vango@sackids.org) with "School Outreach Coordinator" in the subject line.

Sacramento Children's Museum is an Equal Opportunity Employer.