



To inspire discovery, wonder, and stewardship of our natural world

Museum Education Programs Manager

Job Description:

The Museum Education Programs Manager will design, develop, implement, promote, and evaluate Pre K-12 education programs and activities at the Museum and Monarch Sanctuary. This position will also manage Museum and Monarch Sanctuary volunteers including recruitment, hiring, orientation, training, scheduling and enrichment.

Responsibilities:

- Establishing and maintaining educational programs for the Museum including, but not limited to:
 - Pre K – 12th grade class field trips to the Museum and to the Monarch Grove Sanctuary
 - Evaluate, review and revise education programs to maintain alignment with current state education standards
 - Assist with citizen science education opportunities in the Monarch Grove Sanctuary
 - Adult tour groups visiting the Museum and the Monarch Grove Sanctuary;
 - Assist with summer camps
 - Science Saturdays
- Manage volunteer program for the Museum and Monarch Sanctuary
 - Recruit, train, and schedule volunteers
 - Manage volunteer communications
 - Work with volunteers in volunteer positions, tasks, or performance
- Manage budgets for museum school programs, Science Saturdays and volunteer programs
- Assist with teacher professional development workshops
- Manage and attend community outreach events
- Manage the education specimen collection
- Attending Museum events as required
- Performing related duties and responsibilities as required

Knowledge and Experience:

- Experience with education program development and management
- Experience with volunteer management- experience with Volgistics volunteer management software is a plus
- Experience teaching children in a classroom, camp or professional informal learning setting
- Knowledge and understanding of general science concepts, especially biological concepts

- Able to research, understand and interpret science concepts in an engaging fashion
- Experience supervising adults and youth while maintaining a positive environment

Education

Bachelor's degree required. A degree in education, biology or environmental science preferred.

Skills and Other Characteristics

- Excellent written and verbal communication skills
- Strong Microsoft Office (Word, Excel, PowerPoint, Outlook) and database skills
- Excellent organization skills
- Comfortable speaking to large groups and diverse audiences
- Must have a passion for the environment and teaching youth
- Oral and written fluency in Spanish desired
- Excellent interpersonal skills and able to work well with others in a team setting
- Self-motivated
- Flexible and able to handle unexpected situations
- Hiring contingent on successfully passing a background check

WORKING CONDITIONS:

Essential and marginal functions may require maintaining physical condition necessary for standing or sitting for extended periods: moderate lifting such as setting up 100 chairs for a lecture; and operating motorized vehicles. The position requires the need to lift exhibit items weighing up to 40 pounds. This position will involve working both indoors and outdoors in a variety of weather conditions. The working hours will vary depending on need and will require weekend and evening work.

Licenses and Certification:

Possession of a valid California driver's license, a satisfactory driving record and current insurance.
Current CPR and First Aid certification

How to Apply

Please send a cover letter, resume and salary requirements to:

Ann Wasser
Director of Education
wasser@pgmuseum.org

165 Forest Ave
Pacific Grove, CA 93950