



Outreach Education Coordinator

About The DoSeum (www.TheDoSeum.org)

The DoSeum is San Antonio's only museum exclusively devoted to children under the age of 11. As the city's premier resource for early learners, their caregivers, and their educators, we develop innovative thinkers capable of meeting the challenges of tomorrow. The DoSeum is engaged in work designed to promote constructivist, inquiry-based learning related to STEM, the arts, and early literacy. Our mission is to grow minds, connect families, and transform communities through joyful learning and discovery.

JOB SUMMARY

The DoSeum is seeking a full-time educator who will serve as a facilitator and liaison to community partners, schools and homeschool-based educators, and children as they interact with The DoSeum's outreach programs. Candidates must have experience in formal and/or informal education, preferably working directly with young children, and strong people and leadership skills. The Outreach Program Educator assists in leading The DoSeum's GoSeum outreach programming in the community as well as coordinating with internal programs, particularly Field Experiences involving local elementary schools and groups. Delivering outstanding service and programming to guests, educators, and outreach partners is key to our mission.

ESSENTIAL RESPONSIBILITIES

Education

- Work closely with the Director, Partnerships & Community Programs and the Outreach Program Assistant to develop outreach content, strategy, and planning.
- Connect with schools, homeschool groups, and other education institutions to promote and coordinate The GoSeum program offerings that aligns to their students' needs and interests.
- Partner with other DoSeum educators to select/create, coordinate, and execute GoSeum outreach activities including episodic outreach, pre- and post- visit activities and investigations for Field Experience groups, and after school program activities.
- Assist Senior Educators and other DoSeum full-time educators in facilitating programs for groups at The DoSeum such as (but not limited to) the Strengthening School & Family Relationships program and the STEM Afterschool Family Nights & Days.
- Provide operations support before, during, and after educator professional development events.
- As needed, facilitate in The DoSeum's exhibit galleries to ensure an educational and fun experience.
- As needed, facilitate other in-house educational programs.
- Work closely with the Education staff to stay abreast of current in-house programs, field trip activities, and exhibition updates.



Guest Service

- Greet all guests, partners, and volunteers in a friendly and professional manner and deliver outstanding service to every guest.
- Able to engage visitors and adjust to their needs.

OTHER DUTIES AND RESPONSIBILITIES

- Project a positive attitude toward the organization and co-workers. Model and ensure that actions, appearance, attitude, and attendance are at a level suitable for the organization.
- Serve as a positive and dynamic team player and leader—outwardly and obviously friendly—to foster intra- and interdepartmental work and relationships.
- Serve as an ambassador for The DoSeum in communicating and furthering the mission and goals of the institution.
- Traveling locally as needed.
- Performing additional duties as required or requested.

MINIMUM QUALIFICATIONS

- Bachelor's degree in education or STEM-related field
- A declared interest in and enjoy working with/teaching young children is a must; minimum of two to three years of relevant experience in developing and delivering educational programs to children.
- Experience with constructivist and maker-based pedagogical approaches.
- Ability to work independently and collaboratively with internal and external educators, administrators, and instructional staff of various levels of experience.
- Fluent in Spanish, including the ability to read, write, and communicate with guests highly desirable but not required
- Able to work with large number of children / parents / chaperones / teachers visiting the museum and outside the museum within the community.
- Must be outgoing, energetic and enthusiastic
- Must be able to work a flexible schedule, including weekends, holidays, and evenings
- Valid driver's license and reliable vehicle available for local travel.
- Or equivalent combination of education and experience

KNOWLEDGE, SKILLS, and ABILITIES

To perform the job successfully, an individual should demonstrate the following:

- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Attention to Detail & Adaptability** – Self-motivated and manages competing demands; Strives to improve or meet a standard of excellence; Able to deal with frequent change, delays, or unexpected events; Asks for and



offers help when needed; Ability to work in a complex organization, work with all Museum team members, flexibility, and willingness to negotiate and compromise.

- **Analytical, Problem Solving, & Organizational Skills** - Gathers and analyzes information skillfully and can efficiently execute on multiple priorities/plans/ideas. Ability to work in a complex organization, work with all Museum team members, flexibility, and willingness to negotiate and compromise. Ability to meet critical objectives while considering the impact of those decisions and activities on the ability to achieve long-term goals.
- **Verbal & Written Communication; Interpersonal Skills** - Clarity of speech, remaining calm and focused, being polite and listens to others without interrupting; Keeps emotions under control. Edits work for spelling and grammar. Ability to read and comprehend simple instructions, short correspondence, and memos.
- **Guest Service** - Responds promptly to guest needs; Responds to requests for service and assistance; Meets commitments. Knowledge of and demonstrated experience with guest service skills and best practices to deliver world-class customer service.
- **Ethics & Judgment** - Treats people with respect; tactfully approaches others, works with integrity, and exhibits sound judgment; Ability to make constructive and respectful choices about personal behavior and social interactions based on consideration of ethical standards, safety concerns, social norms, the realistic evaluation of consequences of various actions, and the well-being of self and others. Upholds and demonstrates museum values.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Flexible working hours; requires working weekends, days and evenings.
- Variable exposure to noise, weather and elements.
- Constant working with the public and employees.
- Ability to lift up to 25 lbs.

APPLICATION PROCEDURE

Submit resume, the names of three references and cover letter indicating interest and qualifications to hr@thedoseum.org. Please reference "Position: Outreach Program Educator" in the subject line.

The above statements are intended to describe the general nature of work performed by the Outreach Education Coordinator. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of this position, which can be revised real-time at the discretion of the VP of Education. The DoSeum is an equal opportunity employer.