

The Air Zoo

Position Title: Education Volunteer

Supervisor: Education Manager

Position Objectives: The Education Volunteer should enjoy working with people and inspiring others to learn about science. They should be energetic and dependable, and able to pick up new information quickly.

Responsibilities

1. Assist the lead educator and provide education programs for school groups, winter break, spring break, and summer break camps, scout programs, and special events.
2. Communicate with the lead educator in advance of an event to set up training when needed.
3. Communicate with the lead educator if you will not be able to perform the duties as scheduled.
4. Arrive at least 15 minutes before a scheduled event to help get set up and to become familiar with the activities.
5. Wear a name badge (required) and Air Zoo clothing, if possible.
6. Follow the lead of the teacher and take on new tasks as needed during the program.
7. Represent the Air Zoo enthusiastically!
8. Help clean up after a program.

Minimum Education / Experience Required

High school diploma or equivalent

Knowledge, Skills and Abilities Required

Ability to interact with the public and make them feel welcome
Sound interpersonal skills
Ability to effectively solve problems
Ability to handle stressful situations
Ability to undertake multiple concurrent tasks and work in an environment where interruptions are common
Must be flexible with the ability to work independently and as a team member
Well groomed appearance and compliance with the Museum's dress and personal appearance policies
Professional work and punctuality
Lifting and general cleaning abilities

Additional Requirements Specific to Summer Camps

Participate in a summer camp training session to be set up approximately a week before the first camps (late May or early June).

Communicate by e-mail with the Education Manager and Volunteer Manager concerning schedules.

Come in ½ hour before camp begins to help set up tables, learn the activities of the day, and chaperone early-arriving campers.

Pick up an Air Zoo summer camp t-shirt sometime before your first day. If you will be assisting with multiple camps during a week, you will be given two t-shirts.

Wear your t-shirt and name badge each day.

Be ready to be on your feet for much of the day.

Summer camp (and winter and spring break camp) volunteers may sign up for a half day or full day of volunteering (as available and as needed by the Education Department).

These schedules are:

- Half Day AM: 8:30 a.m. – 1:00 p.m.
- Half Day PM: 12:00 p.m. – 4:15 p.m. (or sometimes 5:15 p.m. depending on the camp)
- Full Day: 8:30 a.m. – 4:15 p.m. (with ½ hour lunch break scheduled in rotation with other camp staff/volunteers)



Incumbent

Date

Supervisor

Date

Volunteer and Community Resources Manager

Date

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.