

Position: Outreach Program Facilitator, Education Department

Employment Status: Part Time, Hourly, Non-Exempt

Job Summary:

The Education Department at the Houston Museum of Natural Science strives to provide an inspirational learning environment, promote scientific inquiry as a mode of thinking, and to engage children in the wonders of science.

An Outreach Programs Facilitator is responsible for delivering exceptional educational and promotional experiences in a wide range of situations at schools, community events, and occasionally at HMNS events. As one of the most visible faces of the Museum in the community, the Outreach Programs Facilitator is responsible for representing the Museum in the best way possible by providing a high-quality educational experience for students and other audience members, as well as outstanding customer service. As such, the Facilitator should be prepared to answer a wide range of questions about the Museum.

The Outreach Programs Facilitator will be trained to deliver all programs and topics in each of the Museum's many outreach programs (Bugs on Wheels, Wildlife on Wheels, Science on Stage, Discovery Dome, Science Starts and Earth Science on Wheels). This position is expected to provide a high-quality educational experience for students and other audience members, as well as outstanding customer service. The Outreach Program Facilitator will also substitute as a lab instructor for museum classes as needed.

Essential Job Duties and Responsibilities:

- Interact and work with children of various ages
- Deliver outreach programs
- Develop relationships with customers before and after the presentation
- Promote additional program options for improving educational outcomes to customers
- Communicate potential program improvements
- Other duties as assigned

Knowledge, Skills and Abilities:

- Able to handle live animals, live insects and chemicals safely in and around groups of all ages
- Stellar educational presentation skills for groups of up to 250
- Excellent written and oral communication skills
- Able to quickly learn and communicate new material in a compelling educational format
- Commitment to providing stellar customer service, for both internal and external customers
- Enjoys problem-solving
- Well organized and able to prioritize tasks and time
- Familiarity with Microsoft Office programs (Word, Excel, PowerPoint, etc.)
- Flexible, personable and able to multi-task
- Able to work independently as well as part of a team
- Background in or experience with science

Requirements:

- Valid driver's license
- Able to lift 50 pounds
- Able to sit, stand and walk for extended periods of time
- Able to arrive to work on time
- Proven track record of reliable punctuality and attendance
- Able to work weekends and evening hours, as necessary
- Must comply with the museum's health and safety protocols

Perks of Working at HMNS Include:

- Free individual-level HMNS Membership
- Free access to museum exhibits, Butterfly Center, Planetarium, Giant Screen Theater and satellite facilities
- Discounted programming including summer camp
- Free staff parking
- Predominately daytime hours (some evenings may be required)

Application Instructions:

Please submit your resume to jobs@hmns.org by March 27, 2024.

No phone calls, please.

HMNS does not respond to inquiries regarding application status.

The Houston Museum of Natural Science is an EEO Employer.

Houston Museum of Natural Science, 5555 Hermann Park Drive, Houston, Texas 77030